

**Lynchburg City Schools
Administrative/Supervisory
Professional Growth System
Handbook**

The Administrative & Supervisory Professional Growth System Handbook

- establishes the framework that describes the skills and knowledge for administrators and supervisors to build successful learning communities for both students and adults**
- Provides a system for developing and evaluating administrators and supervisors**
- Sets clear expectations about the roles and responsibilities for each administrative and supervisory position**
- Creates a dynamic structure for critical reflection, continuous improvement, and lifelong learning**

continued

- promotes personal ownership of professional development**
- approaches leadership as a cumulative process and not one single event**
- ensures quality performance from all administrators and supervisors by looking for consistency and alignment with professional standards**

Tonight's presentation focuses on two groups of administrators:

- Central Office Administrator/Supervisor**
- Business and Operations Administrator/Supervisor**

The process for developing this handbook was designed to include multiple stakeholders.

Administrative/Supervisory Evaluation Schedule

- An administrator/supervisor who is new to LCS will be on full evaluation for the first three years.
- An administrator/supervisor who is new to a position will be on full evaluation for the first year.
- After successfully completing that first year(s), the administrator/supervisor is placed on the schedule by the years of experience recognized by the school division.

0	1	2	3	4	5
Full Evaluation	Full Evaluation	Full Evaluation	Professional Growth Plan	Professional Growth Plan	Full Evaluation
6	7	8	9	10	11
Professional Growth Plan	Professional Growth Plan	Full Evaluation	Professional Growth Plan	Professional Growth Plan	Full Evaluation

Central Office Administrator/Supervisor Business and Operations Administrator/Supervisor Leadership Evaluation Performance Standards

The central office or business and operations administrator/supervisor is a leader in the organization who promotes success for all students as he/she:

- facilitates and supports the development, articulation, and implementation of the school division's comprehensive plan. (STANDARD 1)**
- nurtures and sustains a culture of high expectations to support the school division's comprehensive plan. (STANDARD 2)**
- ensures the effective and efficient management of his/her office or program. (STANDARD 3)**
- collaborates with school staff, other stakeholder groups, including students, families, community members, business partners, and community agencies. (STANDARD 4)**
- models professionalism and professional growth in a culture of continuous improvement. (STANDARD 5)**
- understands, responds to, and influences the larger political, social, socio-economic, legal, and cultural contexts of the school division. (STANDARD 6)**

Final Evaluation Report

Final Holistic Rating:

Proficient

Needs Improvement

Unacceptable - Recommend Plan of Assistance

Unacceptable - Recommend Non-Renewal

Dismissal

Unacceptable Resigned Retired