

Administrator Evaluation

Name:

School:

Position_____

Years in Current Position_____

Evaluator:

Sources of Data and Evidence:

Dates of Observations:

Leadership for Quality Service and Learning

Standard 1: *The administrator leads a team committed to quality service which is focused on and supportive of learning.*

Criteria	Does Not Meet Criteria	Meets Criteria	Area for Improvement
Criteria 1: Accomplishes school/department goals			
Criteria 2: Makes effective decisions			
Criteria 3: Leads and implements necessary change			
Criteria 4: Fulfills responsibilities related to the District's Strategic and Accountability Plan and demonstrates commitment to a district perspective			
Criteria 5: Communicates effectively with staff, community, students, and district personnel			
Criteria 6: Leads and/or participates in teamwork at the school, community, and district levels			
Overall Rating			

Narrative:

Ethical Behavior

Standard 2: The administrator behaves ethically and creates an environment that encourages responsibility, ethics, and citizenship in self and others.

Criteria	Does Not Meet Criteria	Meets Criteria	Area for improvement
Criteria 1: Exercises good judgment and takes responsibility for actions			
Criteria 2: Treats everyone equitably with integrity, dignity, and respect			
Criteria 3: Recognizes, respects, and appreciates human diversity			
Criteria 4: Demonstrates district values of teamwork, integrity, exemplary performance, and valuing people			
Overall Rating			

Narrative:

Professional Development

Standard 3: The administrator is a continuous learner who encourages and supports the personal and professional development of self and others.

Criteria	Does Not Meet Criteria	Meets Criteria	Area for Improvement
Criteria 1: Demonstrates personal commitment to continuous improvement			
Criteria 2: Expects and promotes professional development among others and promotes district and/or school/department goals			
Overall Rating			

Narrative:

Resource Management

Standard 4: The administrator organizes and manages the human and financial resources to create a safe and effective working and learning environment consistent with federal, state, and district approved policies, procedures statutes, and contracts.

Criteria	Does Not Meet Criteria	Meets Criteria	Area for Improvement
Criteria 1: Manages human resources			
Criteria 2: Demonstrates fiscal responsibility			
Criteria 3: Conducts and coordinates the supervision and performance appraisal of staff so that student learning and/or quality service are improved			
Criteria 4: Provides a safe working and learning environment			
Overall Rating			

Narrative:

Instructional Leadership

Standard 5: The administrator models and sets high standards for both student and staff performance which lead to improved student achievement.

Criteria	Does Not Meet Criteria	Meets Criteria	Area for Improvement
Criteria 1: Gathers and analyzes data on student achievement and sets meaningful goals based on that data			
Criteria 2: Provides leadership in translating student achievement data into classroom instructional practices to increase student achievement			
Criteria 3: Assumes responsibility for instructional improvement			
Overall Rating			

Narrative:

Overall Performance Rating	
Does Not meet One or More District Standards	
Meets District Standards	

Administrative Goals:

Goals attached.

Progress Toward Goals:

I am familiar with and understand the content of this report:

_____ Date of Conference:
Signature

Signature of Evaluator

Comments Attached_____

Remediation Plan Attached_____