

(School District)  
Administrator Evaluation

Name of Person Being Evaluated \_\_\_\_\_

Evaluator \_\_\_\_\_

Assignment \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Definition of Performance Ratings:

3.0 Outstanding – Job performance for the review period consistently exceeds performance expectations. Demonstrates exceptionally strong performance in areas indicated.

2.5 – 2.99 Above Standards – Job performance for the review period meets or exceeds critical performance expectations. Demonstrates solid performance in the areas indicated.

1.5 – 2.49 Satisfactory – Job performance for the review period meets standards in most area. Overall performance is satisfactory in the areas indicated.

1.0 – 1.49 Needs Improvement – Job performance for the review period generally falls short of performance expectations. Needs to demonstrate improvement in the areas indicated.

Unsatisfactory Job performance is considerable below standard in many areas of the job. Overall performance is unacceptable. Improvement is essential in the areas indicated.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

I. STAFF EVALUATION AND SUPERVISION

- \_\_\_ A. Individualized Development Plans and evaluations are complete, specific, and understandable.
- \_\_\_ B. Supervises teaching staff, utilizing the steps of pre-observation conference, observation, and post-observation conference.
- \_\_\_ C. Supervises support staff in building effectively.
- \_\_\_ D. Supervises office staff and office work load with maximum efficiency.
- \_\_\_ E. Keeps abreast of current literature and techniques of instructional supervision.
- \_\_\_ F. Makes regular visitations to classrooms on a regular basis, even if it is only for a brief period of time.
- \_\_\_ G. Makes efficient use of staff by establishing duty areas and assigning staff as needed.
- \_\_\_ H. Develops and maintains a faculty handbook of rules, regulations and procedures for all teachers.
  
- \_\_\_ Total

COMMENTS:

II. MANAGEMENT OF PLANT AND FACILITIES

- \_\_\_ A. Reports to superintendent future maintenance and renovation needs of school.
- \_\_\_ B. Involves staff in determining and prioritizing building maintenance needs.
- \_\_\_ C. Understands and carries out district policy regarding use of facilities after regular school hours.
- \_\_\_ D. Organizes and records a regular schedule for fire drills and building evacuation procedures.
- \_\_\_ E. Has an emergency evacuation plan and crisis intervention plan on file for their facility.
- \_\_\_ F. Coordinates the use of building with district personnel to avoid conflicts.
  
- \_\_\_ Total

COMMENTS:

III. BUDGET DEVELOPMENT AND IMPLEMENTATION

- \_\_\_\_\_ A. Orders necessary instructional materials adhering to district policies and timelines.
- \_\_\_\_\_ B. Maintains accurate records of all accounts for teaching and office staff.
- \_\_\_\_\_ C. Manages building budget according to established procedures and guidelines.
- \_\_\_\_\_ D. Communicates and discusses budget problems with the superintendent.
- \_\_\_\_\_ E. Effectively manages and monitors budget during the school year.
- \_\_\_\_\_ F. Supervises fund-raising activities for student activity programs and follows administrative guidelines.

\_\_\_\_\_ Total

COMMENTS:

IV. ADMINISTRATIVE TEAM MEMBERSHIP

- \_\_\_\_\_ A. Keeps superintendent informed.
- \_\_\_\_\_ B. Is prepared, punctual, and organized at administrative meetings.
- \_\_\_\_\_ C. Actively participates in administrative team meetings by providing items for the agenda and through discussion. Administrator is a team player.
- \_\_\_\_\_ D. Consults with administrative team members when appropriate.

\_\_\_\_\_ Total

COMMENTS:

## V. CURRICULUM DEVELOPMENT

- \_\_\_\_\_ A. Is open-minded and receptive to ideas concerning new curricula.
- \_\_\_\_\_ B. Assesses curriculum on a regular basis based in MEAP results and other standardized tests. Has developed curriculum and ideas to increase MEAP scores in all areas.
- \_\_\_\_\_ C. Organizes and conducts a survey of recent graduates to determine effectiveness of curriculum (high school).
- \_\_\_\_\_ D. Participates on curriculum and textbook committees.
- \_\_\_\_\_ E. Establishes a plan for organizing,, implementing and evaluating curriculum programs.
- \_\_\_\_\_ F. Meets with the faculty on a regular basis to discuss curriculum demands and modifications.
- \_\_\_\_\_ G. Keeps abreast of curriculum development through current literature, workshops, and seminars.
- \_\_\_\_\_ H. Effectively works with faculty to develop curriculum guides and monitors the teaching of the curriculum.
- \_\_\_\_\_ I. Meets and provides leadership for faculty on school improvement teams, district teams, technology committees, and other school committees.
  
- \_\_\_\_\_ Total

COMMENTS:

## VI. PERSONAL AND LEADERSHIP CHARACTERISTICS

- \_\_\_\_\_ A. Demonstrates excellent judgment in various operational and instructional situations.
- \_\_\_\_\_ B. Exhibits excellent health and attendance record.
- \_\_\_\_\_ C. Well organized and task oriented.
- \_\_\_\_\_ D. Subordinate/super ordinate relationships; has the ability to encourage positive feelings with individuals and colleagues.
- \_\_\_\_\_ E. Has the ability to delegate responsibility to appropriate staff members along with authority to get the job done.
- \_\_\_\_\_ F. Actively solicits staff participation in goal setting and decision making.
- \_\_\_\_\_ G. Models appropriate behavior in school and community.
- \_\_\_\_\_ H. Appropriately dressed and groomed.
- \_\_\_\_\_ I. Sets objectives and time frames for administrative goals other than those in this evaluation.

- \_\_\_\_\_ J. Manages time effectively. Is able to spend time doing task deemed important, such as instructional supervision, curriculum development, and student programming.
- \_\_\_\_\_ K. Completes reports on time.
- \_\_\_\_\_ L. Has a sense of humor.
- \_\_\_\_\_ M. Is tactful, courteous, fair, consistent, and enthusiastic!
- \_\_\_\_\_ N. Is highly visible to staff, students, and parents.
- \_\_\_\_\_ O. Conducts effective staff meetings on a regular basis.
- \_\_\_\_\_ P. Encourages teacher planning teams, units, and departments.
- \_\_\_\_\_ Q. Initiates and follows through with implementing new programs or changes, which would make the educational system more effective.
- \_\_\_\_\_ R. Promptly follows up on complaints, concerns, recommendations, from students, staff, or parents.
- \_\_\_\_\_ Total

COMMENTS:

## VII. RELATIONS WITH OTHERS

- \_\_\_\_\_ A. Demonstrates a positive feeling toward others.
- \_\_\_\_\_ B. Has the respect of students.
- \_\_\_\_\_ C. Shows respect for students.
- \_\_\_\_\_ D. Develops and maintains an appropriate professional relationship with all staff members.
- \_\_\_\_\_ E. Effectively communicates school policies to parents and students.
- \_\_\_\_\_ F. Works effectively with part and community groups on solving problems of mutual interest.
- \_\_\_\_\_ G. Writes articles, news releases, etc., promoting activities and programs in their building.
- \_\_\_\_\_ H. Participates in community organizations or projects.
- \_\_\_\_\_ I. Encourages excellence through recognition of staff and student performances (written and verbal).
- \_\_\_\_\_ J. Encourages and actively contacts parents to be involved in school media centers, playgrounds, classrooms, etc.
- \_\_\_\_\_ K. Instills confidence and a positive attitude among members of staff. Stimulates a spirit of high morale among all staff members.
- \_\_\_\_\_ L. Treats all parents and community visitors hospitably as guests and makes them feel very welcome in his/her building.

\_\_\_\_\_ Total

COMMENTS:

### VIII. PROFESSIONAL DEVELOPMENT

- \_\_\_\_\_ A. Seeks to grow professionally through graduate work, professional organizations, and workshops.
- \_\_\_\_\_ B. Receives suggestions and counsel with a positive attitude.
- \_\_\_\_\_ C. Shows initiative and eagerness to participate in staff development and in-service programs for professional growth.
- \_\_\_\_\_ D. Keeps abreast of current literature and research in educational administrations, supervision, and curriculum development.
- \_\_\_\_\_ E. Gathers and shares information on school improvement, educational innovations and management techniques with fellow administrators and staff members.
- \_\_\_\_\_ F. Follows school board policy, and administrative guidelines. Actively participates in helping develop policy and administrative guidelines.
  
- \_\_\_\_\_ Total

COMMENTS:

### IX. COMMUNICATION SKILLS

- \_\_\_\_\_ A. Is brief, concise, and clear in written and oral communications.
- \_\_\_\_\_ B. Listens to understand rather than preparing for next remark.
- \_\_\_\_\_ C. Checks to make sure he/she understands before agreeing or disagreeing.
- \_\_\_\_\_ D. Issues written material free of grammatical errors and misspelled words.
- \_\_\_\_\_ E. Communicates with staff, students, and parents on a frequent basis.
  
- \_\_\_\_\_ Total

COMMENTS:

X. STUDENTS/PARENT SERVICES

- A. Organizes and supervises student activities.
- B. Develops, maintains, publishes and distributes the student activity calendar.
- C. Provides direction for the student activity program by encouraging students to organize and sponsor activities for the student body.
- D. Evaluates the student activity program on an annual basis.
- E. Develops, maintains, and evaluates student handbook on an annual basis, utilizing input from staff and students.
- F. Has a system for documenting student disciplinary problems.
- G. Works effectively to detect and reduce tardiness and truancy-related problems. Works effectively with local agencies in dealing with truant students.
- H. Provides for health, safety, and welfare of students at school and all school-sponsored activities.
- I. Establishes and maintains rules of conduct for extra-curricular activities.
- J. Evaluates and supervises all extra-curricular personnel, including coaches and advisors.
- K. Is available and gives direction to the athletic director.
- L. Evaluates the total extra-curricular program including athletics, school activity programs, and assumes direct responsibility for improvement of these programs.
- M. Attends many after school student/parent activities, including athletic, music, PTO, open house, etc., activities.
- N. Chairs and coordinates special education service in his/her building, including attendance at IEPC's.
- O. Protects privacy and confidentiality of student records.
  
- Total

COMMENTS:

## EVALUATION SUMMARY

I.	Staff Evaluation and Supervision	_____
II.	Management of Plant and Facilities	_____
III.	Budget Development & Implementation	_____
IV.	Administrative Team Membership	_____
V.	Curriculum Development	_____
VI.	Personal & Leadership Characteristics	_____
VII.	Relations With Others	_____
VIII.	Professional Development	_____
IX.	Communication Skills	_____
X.	Student/Parent Services	_____
	Total	_____