

ADMINISTRATOR'S EVALUATION (Cont.)

It is recommended that this administrator:

- _____ Continue in present assignment
- _____ Be reassigned
- _____ Be terminated immediately
- _____ Be non-renewed for the next school year

Signature of Evaluator

- _____ I have seen this evaluation report.
- _____ I wish to attach clarification statements.

Signature of Administrator

ADMINISTRATOR'S EVALUATION (Cont.)

CRITERIA FOR ADMINISTRATOR EVALUATION

1. Provides leadership and supervision for instruction
 - A. Helps staff develop meaningful goals for the school.
 1. Provides a written site improvement plan that supports the districts' Comprehensive Local Education Plan describing school goals, objectives, and staff development activities. *
 2. With the staff, develops goal statements that are the result of a needs assessment, a written analysis of student test scores and other data as well as community input. *
 - B. Assists teachers in establishing meaningful goals, objectives, and evaluation procedures.
 1. Provides a written analysis of student test scores and other data to assure that the various student populations are benefiting from the instructional program. *
 2. Assists the staff in monitoring student progress. *
 3. Works with staff to establish curriculum objectives, sequence and lesson objectives. *
 - C. Assists teachers in evaluating their methods and materials.
 - D. Regularly visits classrooms.
 - E. Assists and encourages teachers to adjust their educational program to meet individual student needs and abilities.
 - F. Assists teachers in using community resources in their instructional program.
 - G. Assists teachers in providing a classroom atmosphere conducive to good learning situations.
 - H. Works with the staff to assure that all learners are involved in the learning process. *
 - I. Assists teachers in developing satisfactory growth in basic skills for all students.
 - J. Systematically supervises and evaluates teacher utilization of teaching supplies and care of equipment and facilities.
 - K. Abides by district policy and philosophy in work and activities.
 - L. Provides leadership and assists in the development of philosophy, policy, and curriculum in school.

M. Uses a minimum of instructional time for noninstructional routines thus maximizing time on task. *

ADMINISTRATOR'S EVALUATION (Cont.)

2. Maintains productive relationship with staff
 - A. Works with the staff in collegial and nonthreatening ways to promote and improve instruction. *
 - B. Sets high expectations for staff. *
 - C. Educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. *
 - D. Stimulates staff participation in all phases of the operation for which responsible.
 - E. Maintains positive and equitable performance appraisal procedures for staff. Uses tact in its administration.
 - F. Maintains a respect for the dignity of all the individuals concerned in disciplinary action.
 - G. Provides staff members security and freedom to do good work.
 - H. Works with staff in cooperatively establishing fair and equitable teaching and non-teaching responsibilities.
 - I. Develops staff morale that supports staff members so they feel successful and identify with the school effort.
 - J. Provides opportunities for selected professional development experiences for staff.
3. Provides leadership for students
 - A. Works with staff to develop and communicate defined standards of conduct that encourage positive and productive behavior. *
 - B. Provides written discipline policies to which students are expected to perform. *
 - C. Administers discipline with student learning rather than punishment as the objective.
 - D. Aids students in developing responsibility for their own conduct.
 - E. Encourages students to assume responsibility for the behavior of their peers and the neatness of their school.
 - F. Encourages students to respect the rights, properties, and opinions of others.
 - G. Understands and respects students as individuals.

H. Encourages in students an appreciation for their civil rights and responsibilities of our democratic institutions.

ADMINISTRATOR'S EVALUATION (Cont.)

- I. Encourages the development of student behavior based on a sense of moral and spiritual values.
- J. Works with the staff to develop programs to recognize academic achievement. *
- 4. Resourceful in coping with problems
 - A. Anticipates problems.
 - B. Supports staff in conflict situations.
 - C. Involves students and staff in developing and maintaining reasonable standards of conduct.
 - D. Assumes leadership in solving school problems.
 - E. Helps teachers understand the sources of important problems they are facing.
 - F. Has the relevant facts before making important decisions.
- 5. Efficiently organizes school operation
 - A. Provides clear and consistent written and oral directions.
 - B. Minimizes classroom interruptions.
 - C. Plans and holds staff meetings only as needed.
 - D. Does not require unnecessary paperwork.
 - E. Administers attendance policies.
 - F. Assumes responsibility for health and safety of students in the school.
 - G. Is willing to make decisions that may be unpopular yet be best for the overall program.
- 6. Actively promotes positive community relationships
 - A. Provides opportunities for community members to become involved in school activities.
 - B. Solicits input from the community to develop goals for the school.
 - C. Makes use of educational resources from the community.
 - D. Constructively interprets the school program and the policies to the community.

ADMINISTRATOR'S EVALUATION (Cont.)

- E. Keeps the community informed concerning the school program.
- F. Encourages teachers to maintain communications with parents.
- 7. Continues professional development
 - A. Uses ideas from professional magazines and bulletins.
 - B. Attends and contributes to professional meetings.
 - C. Takes advantage of opportunities for professional growth that are available beyond the requirements of the district.
- 8. Provides leadership for innovation
 - A. Develops projects to focus on special problems.
 - B. Supports teachers who systematically plan innovative projects and techniques.
 - C. Plans carefully the goals, objectives, and evaluation of new projects and procedures.
 - D. Makes decisions about continuation based on evaluation information.
 - E. Is receptive to new ideas.
- 9. Maintains facilities conducive to learning.
 - A. Establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. *
 - B. Provides for availability of supplies and equipment.
 - C. Provides needed resources for staff. *
 - D. Maintains neat, attractive office.
 - E. Effectively maintains plan with the resources available.
 - F. Maintenance and utility costs of buildings compare favorably with like schools in the area.
 - G. Encourages students to show school pride in the buildings and school.
 - H. Leads the school or office in economical use of materials and supplies.

ADMINISTRATOR'S EVALUATION (Cont.)

10. Has personal characteristics related to school administration
 - A. Exercises administrative discretion in a manner which is not arbitrary, capricious, unfair, or unreasonable.
 - B. Shows respect, concern, and warmth for others and an understanding of individual problems of both students and adults.
 - C. Attempts to correct personal habits and mannerisms that detract from effective leadership.
 - D. Is enthusiastic about the school.
 - E. Accepts constructive criticism profitably.
 - F. Gives full consideration to majority and minority opinions.
 - G. Shows initiative required of an administrator.

11. Maintains productive relationship with board of education (for superintendents only)
 - A. Board members are kept fully and accurately informed about the school program.
 - B. Notices and detailed explanations are sent well in advance of special and regular board meetings.
 - C. Accurate financial accounting of all school monies is given at every regularly scheduled board meeting.
 - D. Works with the board members to develop and maintain the currency of a school board policies manual.
 - E. Makes effort to nominate fully qualified candidates for appointment to the school staff.
 - F. Keeps the board members informed on all new legislation affecting education.
 - G. Keeps the board members informed of new innovations in education.
 - H. Works with board members to develop a policy for systematic evaluation of the performance of all school staff.

12. Other items not previously included.

Other items that have not previously been included, but, in the opinion of the teacher and/or evaluator, are significant, should be rated here. Explain the nature of these items on the reverse side of the appraisal form.