

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.

ADMINISTRATOR'S EVALUATION (Cont.)

- 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. *
- 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.

ADMINISTRATOR'S EVALUATION (Cont.)

- 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.
 - 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

ADMINISTRATOR'S EVALUATION (Cont.)

- 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.
 - 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.

ADMINISTRATOR'S EVALUATION (Cont.)

- 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.
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.

ADMINISTRATOR'S EVALUATION (Cont.)

- 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.