

PERSONNEL – ADMINISTRATIVE EVALUATION

Person Evaluated _____ Date _____

- Scoring:**
- (4) Above Average
 - (3) Satisfactory
 - (2) Needs Improvement
 - (1) Unsatisfactory
 - (0) Work in Progress – too soon to evaluate
 - NA Not Applicable

A. Administrator/Superintendent Relationship **Rating**

- 1. Keeps the Superintendent informed on issues and operation of the school and programs. _____
- 2. Offers professional advice to Superintendent with appropriate recommendations and cautions. _____
- 3. Recommends and executes School Board policy. _____
- 4. Has impartial working relationship with the Superintendent and open lines of communication. _____
- 5. Provides the Superintendent with sufficient written material and/or verbal information needed to make informed decisions. _____
- 6. Implements the Superintendent's goals as appropriate for area. _____
- 7. Contributes effectively as a member of the district's administrative staff. _____

B. Community Relationships

- 1. Develops friendly and cooperative relationships with all publics (media, patrons, staff, business, agencies). _____
- 2. Is respected in the school community. _____
- 3. Employs collaborative/participatory processes appropriately. _____
- 4. Solicits opinions from school patrons and gives attention to problem areas. _____

C. Staff and Personnel Relationships

- 1. Treats personnel fairly and respectfully without favoritism or discrimination, while insisting on quality performance. _____
- 2. Evaluates performance of staff according to district procedures. _____
- 3. Follows district employment process for selecting staff. _____
- 4. Works effectively to resolve conflicts. _____
- 5. Works effectively with district office personnel. _____

D. Business and Finance

- 1. Evaluates the financial needs of the school/division and provides the Superintendent with timely and accurate information. _____
- 2. Establishes and uses sound processes for budgetary decisions. _____
- 3. Develops short- and long-range written plans for facilities, sites and capital needs of the school. _____

E. Performance Standards

- 1. Is articulate in written and oral communication. _____
- 2. Devotes time and energy effectively. _____
- 3. Uses student achievement data to plan improvements in school program. _____

F. Leadership

- 1. Facilitates the development and implementation of the district vision and mission as it applies to school/division. _____
- 2. Plans for change with staff by setting priorities in the context of community and district priorities. _____
- 3. Provides intellectual stimulation and supports innovation that leads to improvement of the school's/division's education programs and student achievement. _____
- 4. Creates a safe environment for staff and students. _____
- 5. Manages student conduct effectively. _____

G. Duties unique to specific positions. (The administrator will write statements here like the other statements on this form which identify duties unique to the position.)

Title of Position _____ **Score**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Summary:

1. Strengths

2. Recommendations for Improvement

3. Goals for Next Year