

SCHOOL YEAR: 20 \_\_\_\_ - 20 \_\_\_\_

**SUMMATIVE EVALUATION RATING**

(check one):

Satisfactory       Unsatisfactory

**EDUCATIONAL ADMINISTRATOR EVALUATION REPORT**

**Directions: Follow the guidelines on the reverse side of this form. Complete all information of this form. Attach copy of narrative evaluation statement. A satisfactory summative Evaluation Rating is required in order to receive a salary increase for the following year.**

\_\_\_\_\_  
NAME OF EMPLOYEE (PRINT OR TYPE)

\_\_\_\_\_  
NAME OF APPRAISER (PRINT OR TYPE)

\_\_\_\_\_  
TITLE OF POSITION/ LOCATION

\_\_\_\_\_  
TITLE OF POSITION

STATUS (CHECK ONE):     Probationary

Tenured

**AREAS OF FOCUS** (Some or all of the following areas may be considered as applicable)

1.     **Professional Knowledge and Growth** - Has information needed to function as an educational leader; Demonstrates professional growth by staying current in new trends and approaches in the field (including knowledge and application of technology), and by disseminating ideas and information to other professionals; Uses evaluative information for improvement of performance.
2.     **Personnel Management and Leadership** - Manages personnel effectively through activities such as delegating appropriately, encouraging personal and professional growth and leadership among staff, and effectively evaluating the job performance of subordinates; Shows initiative; Promotes and supports goals of the agency and the program.
3.     **Administration and Fiscal Management** - Ability to plan, implement and evaluate programs; Manages administrative and fiscal functions responsibly; Fulfills assignments in timely and accurate manner.
- 4.\*    **Instructional Management** - Promotes improvement of instruction through activities such as monitoring student attendance and achievement, assisting teachers in designing learning experiences for students, encouraging the development of innovative instructional programs, and facilitating the planning and application of emerging technologies in the classroom/program.
- 5.\*    **Student Management** - Promotes positive student conduct by collaborating with faculty, parents, and agencies to develop and communicate guidelines for student conduct, and ensuring that the guidelines are observed fairly and uniformly.
6.     **Professional Conduct** - Conducts oneself in an ethical and professional manner; decisions reflect sound professional judgement, and supports Board policy, procedures, and practice.
7.     **Communication** - Ability to effectively communicate and collaborate with parents, public and non-public schools, state and local agencies, and colleges and universities.  
      \*May only apply to assignments in instructional settings

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE\*

\_\_\_\_\_  
SIGNATURE OF APPRAISER

\_\_\_\_\_  
DATE OF POST-CONFERENCE

*\*THIS SIGNATURE INDICATES THAT THE REPORT WAS RECEIVED & REVIEWED. IT DOES NOT NECESSARILY DENOTE AGREEMENT. EMPLOYEE COMMENTS MAY BE MADE ON AN ADDITIONAL PAGE AND ATTACHED.*

## GUIDELINES FOR EVALUATION OF EDUCATIONAL ADMINISTRATORS

Educational Administrative evaluations have optional formats, including:

- fall, winter, spring mini-reports by supervisor with administrator.
- Portfolio self-evaluation based on fall meeting and reviewed in winter and spring.
- other formats as mutually agreed by participants and division leader.

Tenured Educational Administrators - Minimum once per year. However, satisfactory tenured administrators will periodically be evaluated more comprehensively.

Non-Tenured and At-Risk Tenured Administrators - More intensive supervision, including an interim mid-year evaluation.

### Planning Phase--late spring or summer preceding the year to be evaluated or early Fall

- Review job description
- Mutually agree upon goals
- Diagnose status of current performance
- Develop Professional Development Plan

### Mid-Year Evaluation--Winter

- Review Professional Development Plan
- Administrator and appraiser monitor achievement of goals, objectives and action plans
- Administrator and appraiser have interim conference as needed

### Year-End Evaluation--late Spring

- Administrator and appraiser confer to review achievement of goals, objectives, and Professional Development Plan
- Appraiser completes Summative Evaluation Report