



## Administrative Evaluation Summary—Leadership Actions

Administrator: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Site: \_\_\_\_\_ School Year: \_\_\_\_\_

<b>PERFORMANCE MEASURE 1</b> <b>Mission and Vision</b>	Exceeds Expectation	Consistently Meets Expectation	Inconsistently Meets Expectations	Does Not Meet Expectations	Not Applicable
A. <b>Vision:</b> Engages all stakeholder groups in the development and implementation of a shared vision of learning, a strong organizational mission and high, measurable expectations that prepare every student to succeed in post-secondary learning and to become responsible and contributing citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>Student Achievement:</b> Articulates a vision and helps develop implementation strategies for change that result in measurable achievement gains for all students including closing achievement gaps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>Goal Setting:</b> Establishes/supports rigorous, concrete goals for instructional program decisions and staff learning experiences that are consistent with the school’s mission, vision, and core beliefs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>Shared Leadership:</b> Fosters a shared commitment to high expectations for student achievement and high standards of teaching and learning in a culturally competent environment where diversity is valued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. <b>Cultural Competence:</b> Builds a strong and positive sense of community in the school by honoring the important role of race and culture, its traditions, artifacts, symbols, values and norms, as a contributor to student and school success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator comments:					
Evaluator comments:					

PERFORMANCE MEASURE 2 Instructional Leadership	Exceeds Expectation	Consistently Meets Expectation	Inconsistentl y Meets Expectations	Does Not Meet Expectations	Not Applicable
A. <b>Instruction:</b> Facilitates the development of a shared plan for effective teaching and instructional practices that reflect high expectations, engage all students, and accommodate diverse learning styles, needs, interests, and levels of readiness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>Curriculum &amp; Standards Implementation:</b> Provides the structure and opportunity for the development, alignment, implementation, and evaluation of relevant and rigorous curricula tied to state academic and college and career readiness standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>Data Analysis:</b> Collaborates with teachers to examine student and school data to measure student learning and growth, identify achievement gaps, and develop strategic interventions that improve learning and close identified gaps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>Reflection:</b> Facilitates reflective practice, inquiry and action research to identify and monitor the impact of interventions and determine high yield instructional strategies that improve student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. <b>Staff Development:</b> Provides timely, appropriate and quality professional development and facilitates learning teams that gather information, analyze data, examine issues and develop new approaches to improve teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. <b>Coaching:</b> Routinely observes instruction and provides ongoing feedback and coaching to teachers and other staff in a fair and equitable manner in order to support professional growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator comments:					
Evaluator comments:					

PERFORMANCE MEASURE 3 Human Resources	Exceeds Expectation	Consistently Meets Expectation	Inconsistentl y Meets Expectations	Does Not Meet Expectations	Not Applicable
A. <b>School Improvement:</b> Develops a strategic action plan with staff that includes targets to improve student achievement school wide and close achievement gaps with low performing student groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>Staff Management:</b> Implements a cohesive approach to recruitment, placement, induction and retention that promotes highly qualified and effective staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>Evaluation:</b> Provides effective and timely supervision and evaluation aligned with local district goals, state regulations and contract provisions and uses these processes to facilitate development, remediation and/or removal of nonperforming staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator comments:					
Evaluator comments:					

<b>PERFORMANCE MEASURE 4</b> <b>Professional and Ethical Relationship</b>	Exceeds Expectation	Consistently Meets Expectation	Inconsistentl y Meets Expectations	Does Not Meet Expectations	Not Applicable
A. <b>Decision Making Process:</b> Demonstrates and communicates values, beliefs, and attitudes that make the well-being and academic success of all students the basis for all decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>Behavior:</b> Models appropriate personal, professional, and ethical behavior that is respectful, fair, enhances the image of the school and the profession and inspires others to higher levels of leadership and performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>Problem-solving Strategies:</b> Employs conflict resolution and problem-solving strategies in a wide variety of situations and circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>Communication Skills:</b> Demonstrates strong interpersonal, written, and verbal communication skills and facilitates groups effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. <b>Family &amp; Community Engagement:</b> Welcomes and honors families and stakeholders by engaging them in a meaningful dialogue regarding student learning, the work of the school, and its needs and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. <b>Compliance:</b> Ensures that the school is in compliance with local, state, and federal laws, standards, and regulations as well as local district and school policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator comments:					
Evaluator comments:					

<b>PERFORMANCE MEASURE 5</b> <b>Resource Management</b>	Exceeds Expectation	Consistently Meets Expectation	Inconsistentl y Meets Expectations	Does Not Meet Expectations	Not Applicable
A. <b>Leadership Responsibilities:</b> Distributes leadership responsibilities, shares decision-making and supervises daily ongoing management structures and practices to enhance teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <b>Maximize Use of Resources:</b> Improves organizational performance by making appropriate and sound use of time, technology, management strategies and accountability measures, including assessments, to achieve the district and school’s vision, mission, and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <b>Safety:</b> Maintains a safe environment by addressing real and potential challenges to the physical and emotional safety and security of students and staff that interfere with teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. <b>Overall Management:</b> Manages the organization, operations and resources to promote student success and maintain a safe, efficient and effective learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. <b>Fiscal Management:</b> Develops and implements a budget process that manages fiscal expenditures consistent with district and school goals, policies and available resources that are focused on and result in improved student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator comments:					
Evaluator comments:					

**OVERALL PERFORMANCE RATING FOR LEADERSHIP ACTIONS**

**SIGNIFICANT ACHIEVEMENTS**

**AREAS FOR GROWTH**

**EVALUATOR COMMENTS**

**PRINCIPAL COMMENTS**

The administrator and evaluator will sign the Administrative Evaluation Summary for Leadership Actions to indicate that the ratings have been shared and discussed.

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed forms are due to Human Resources Department no later than June 30.**