

Administrator Annual Evaluation

Administrator Name:	Date:
District and School Location:	Assignment:
PERFORMANCE INDICATORS: (Check one box only, 5 is the highest rating)	
1. The administrator creates conditions that result in being strategically aligned with the district's vision, mission, and goals to ensure that every student graduates and is competitively prepared for work and post-secondary education. The administrator creates and utilizes structures distribute leadership and decision making throughout the school.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
2. The administrator understands the people in the district and school. They act on the understanding of the positive role that a collaborative work environment can play in the culture of the district/school. There is an effort to acknowledge failures and celebrate successes in order to define the identity, culture, and performance of the district/school.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
3. The administrator ensures that the district/school is a professional learning community with processes and systems that result in the recruitment, induction, support, evaluation, development, and retention of a high performing and diverse staff. There is evidence that the administrator works to develop and utilize professional learning communities in a manner that is focused on improving staff member's performance.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
4. The administrator establishes effective processes and systems to ensure budgeting, staffing, problem solving, communications, and scheduling that organize the work of the district/school giving priority to student learning and safety.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
5. The administrator promotes a safe and orderly environment by developing and enforcing expectations, structures, rules, and procedures for students and staff.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
6. The administrator designs structures and processes which result in parent and community engagement, support, and ownership. These include various forms of formal and informal systematic pathways to reach parent and community members.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
7. The administrator promotes the success of learning and teaching by understanding, responding to, and influencing the larger political, social, economic, legal, ethical, and cultural context. The administrator works with the	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

district superintendent to define mutual expectations, policies, and goals to ensure the academic success of all students.	
Comments:	
8. The administrator sets high standards for the professional practice of instruction and assessment that result in an accountable environment. They create professional learning communities resulting in highly engaged instruction and improved student learning. Specific achievement targets are set and they ensure consistent use of research based instructional strategies in all classrooms to reach the targets.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
9. The administrator maintains professional mannerisms and appearance.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
10. The administrator consistently creates and maintains positive and appropriate relationships with students and staff members.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Comments:	
Overall Rating: (Ineffective 0-30/Developing 31-37/Effective 38-44/Highly Effective 45-50)	Rating Category:

Administrator Name:

Administrator Signature: _____

Evaluator Name:

Evaluator Signature: _____

Date: _____