

Edison School District

ADMINISTRATIVE EVALUATION



NAME _____ LOCATION _____ SCHOOL YEAR _____

POSITION _____

Please write in the rating that best approximates the performance of the administrative employee for each factor below. **(MS = Meets Standard:** professionally competent, doing a good job; **MG = Meets Standard with Growth Recommended:** professionally competent, however, some growth is recommended; **NI = Needs Improvement:** employee needs to demonstrate growth in this area; **NA = Not Evaluated or Not Applicable).** If any areas are marked **(MG)** or **(NI)**, comment and include how the area is to be improved. Comments in other areas are also welcomed.

Standard 1: A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Facilitates the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant quality indicators.		
b) Communicates and implements the shared vision, including the design of school programs, plans, and activities, so the entire school community understands and acts on the mission of the school as a standards-based educational system.		
c) Leverages and marshals sufficient resources to implement and attain the vision for all students and subgroups of students, including identifying and addressing any barriers to accomplishing the vision.		
d) Uses the influence of diversity to improve teaching and learning.		

Standard 2: A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Creates an accountability system to evaluate student learning using multiple measures of teaching and learning based on student content standards.		
b) Utilizes the results of student learning to drive ongoing process of inquiry focused on creating high expectations and improving the learning for all students and subgroups of students.		
c) Promotes equity, fairness and respect among all members of the school community while providing opportunities for members to develop and use skills in collaboration, leadership, and shared vision.		

<p>d) Guides and supports the long-term professional development of all staff consistent with the on-going effort to improve the learning of all students relative to the content standards. Facilitates the use of appropriate learning materials and strategies which include:</p> <ul style="list-style-type: none"> a. students as active learners, a variety of appropriate materials & strategies, the use of reflection and inquiry, an emphasis on quality vs. quantity, and appropriate and effective technology. 		
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Standard 3: A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Monitors and evaluates the programs and staff at the site.		
b) Establishes school structures and aligns fiscal, human, and material resources to support the learning of all students and groups of students.		
c) Manages legal and contractual agreements and records in ways that foster a professional work environment and secures privacy and confidentiality for all students and staff.		
d) Sustains a safe, efficient, clean, well maintained, and productive school environment while utilizing the principles of systems management and problem-solving techniques fairly and effectively.		

Standard 4: A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Incorporates information about family and community expectations into school decision-making activities.		
b) Recognizes the goals and aspirations of diverse family and community groups while treating all groups with fairness and respect.		
c) Supports the equitable success of all students and all subgroups of students through the mobilization and leveraging of community support services.		
d) Strengthens the school through the establishment of community, business, institutional, and civic partnerships, while communicating information on a regular and predictable basis through a variety of media and modes.		

Standard 5: A school administrator is an educational leader who promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Demonstrates skills in decision-making, problem solving, change management, planning, conflict management and evaluation.		
b) Models personal and professional ethics, integrity, justice and fairness and expect the same behaviors from others.		
c) Makes and communicates decisions based upon relevant data and research about effective teaching and learning, leadership, management practices and equity.		
d) Reflects on personal leadership practices and recognize their impact and influence on the performance of others while encouraging and inspiring others to higher levels of performance, commitment, and motivation.		
e) Engages in professional and personal development.		

Standard 6. A school administrator is an educational leader who promotes the success of all students by understanding, responding to and influencing the larger political, social, economic, legal and cultural context.	Rating	COMMENDATIONS/RECOMMENDATIONS
a) Views oneself as a leader of a team and also as a member of a larger team while opening the school to the public to welcome and facilitate constructive conversations about how to improve student learning and achievement.		
b) Ensures that the school operates consistently within the parameters of federal, state and local laws, policies, regulations and statutory requirements.		
c) Works with the governing board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.		
d) Influences and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.		

Evaluative Summary

This document will be placed in your personnel file. If you wish to have written comments attached, please submit them to the evaluator within five working days from the date of this notice and they will be attached to the document at the time of filing.

Evaluatee Signature

Date

Evaluator Signature

Date