***Central Office Administrator***

**STEP 4: Summative Evaluation**

**Name:**Click or tap here to enter text. **Title:**Click or tap here to enter text. **Years in District:**       **Years in Present Position:**

**I. LEADERSHIP**

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| CRITERIA:  The Administrator… | **EXCEEDS**  PERFORMANCE EXPECTATIONS | | **MEETS**  PERFORMANCE EXPECTATIONS | **BELOW**  PERFORMANCE EXPECTATIONS | **DOES NOT MEET**  PERFORMANCE EXPECTATIONS |
| **A. Provides direction for the department**  Choose an item. | | Demonstrates exceptional ability in establishing and implementing goals and direction for the department | Consistently provides effective direction through needs assessment, goal identification and implementation strategies | Inconsistently provides effective direction for the department | Does not provide effective direction for the department |
| **B. Provides for implementation of the department procedures and policies**  Choose an item. | | Develops exceptional strategies in assessing needs and is extremely proficient in working with staff to implement initiatives | Consistently provides leadership and support for appropriate initiatives | Inconsistently provides leadership with regard to initiatives | Does not provide leadership for implementation department procedures and policies |
| **C. Supervises and evaluates staff members effectively**  Choose an item. | | Develops and utilizes exceptional evaluation strategies | Consistently implements evaluation strategies | Inconsistently implements evaluation strategies | Does not implement evaluation strategies |
| **D. Maintains and communicates high standards of expected performance**  Choose an item. | | Demonstrates superior ability to provide clear standards of expected performance | Consistently communicates standards of expected performance | Inconsistently communicates standards of expected performance | Does not communicate standards of expected performance |
| **E. Provides leadership for positive change**  Choose an item. | | Displays superior leadership qualities for positive change | Consistently provides leadership for positive change | Inconsistently provides leadership for positive change | Does not provide leadership for positive change |
| **F. Demonstrates effective skills in the recruitment, selection and assignment of personnel**  Choose an item. | | Is extremely proficient in utilizing a variety of skills in recruitment, selection and assignment of personnel | Consistently recruits, selects and assigns personnel effectively | Inconsistently recruits, selects and assigns personnel effectively | Does not effectively recruit, select or assign personnel |
| **G. Promotes high quality professional development for department**  Choose an item. | | Provides leadership for and utilizes a variety of effective approaches for high quality professional development | Consistently promotes high quality professional development | Inconsistently promotes high quality professional development | Does not promote high quality professional development |

**II. MANAGEMENT**

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| --- | --- | --- | --- | --- | --- |
| CRITERIA:  The Administrator… | | **EXCEEDS**  PERFORMANCE EXPECTATIONS | **MEETS**  PERFORMANCE EXPECTATIONS | **BELOW**  PERFORMANCE EXPECTATIONS | **DOES NOT MEET**  PERFORMANCE EXPECTATIONS |
| **A. Provides for effective day-by-day operation of the department**  Choose an item. | Provides excellent planning and implementation strategies for effective/efficient day-by day operation of the department | | Consistently provides for effective/efficient day-by-day operation of the department | Inconsistently provides for effective/efficient day-by-day operation of the department | Does not provide for effective/efficient operation of the department |
| **B. Ensures efficient management of fiscal resources**  Choose an item. | Demonstrates superior knowledge and effective management concerning fiscal decision-making | | Consistently implements sound fiscal management and fiscal decision-making strategies | Inconsistently implements sound fiscal management and fiscal decision-making strategies | Does not implement sound fiscal management and fiscal decision-making strategies |
| **C. Promotes and maintains a positive climate**  Choose an item. | Demonstrates knowledge of and utilizes a variety of methods to maintain a positive climate | | Consistently promotes and maintains a positive climate | Inconsistently promotes and maintains a positive climate | Does not promote and maintain a positive climate |
| **D. Demonstrates effective communication skills**  Choose an item. | Is extremely skillful in using a variety of communication methods and techniques | | Consistently communicates effectively | Inconsistently communicates effectively | Does not communicate effectively |
| **E. Demonstrates effective problem-solving and decision making skills**  Choose an item. | Displays evidence of superior problem solving and decision making skills | | Consistently demonstrates problem solving and decision making skills | Inconsistently demonstrates problem solving and decision making skills | Does not demonstrate effective problem solving and decision making skills |
| **F. Demonstrates effective organizational skills**  Choose an item. | Demonstrates superior ability in use of organizational skills | | Consistently demonstrates effective organizational skills | Inconsistently demonstrates effective organizational skills | Does not demonstrate effective organizational skills |

**III. INTERPERSONAL RELATIONSHIPS**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| CRITERIA:  The Administrator… | | **EXCEEDS**  PERFORMANCE EXPECTATIONS | | **MEETS**  PERFORMANCE EXPECTATIONS | | **BELOW**  PERFORMANCE EXPECTATIONS | **DOES NOT MEET**  PERFORMANCE EXPECTATIONS |
| **A. Demonstrates positive interpersonal relationships with staff**  Choose an item. | Provides leadership to promote good working relationships with staff | | Consistently demonstrates positive interpersonal relationships with staff | | Inconsistently demonstrates positive interpersonal relationships with staff | | Does not demonstrate positive interpersonal relationships with staff |
| **B. Demonstrates positive interpersonal relationships with other administrators**  Choose an item. | Initiates and fosters positive interpersonal working relationships with other administrators | | Consistently demonstrates positive interpersonal relationships with other administrators | | Inconsistently demonstrates positive interpersonal relationships with other administrators | | Does not demonstrate positive interpersonal relationships with other administrators |
| **C. Demonstrates positive interpersonal relationships with parents and community.**  Choose an item. | Demonstrates active leadership to promote a beneficial working relationship with parents/community | | Consistently demonstrates positive interpersonal relationships with parents/community | | Inconsistently demonstrates positive interpersonal relationships with parents/community | | Does not demonstrate positive interpersonal relationships with parents/community |

**IV. PROFESSIONAL RESPONSIBILITIES**

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| --- | --- | --- | --- | --- |
| CRITERIA:  The Administrator… | **EXCEEDS**  PERFORMANCE EXPECTATIONS | **MEETS**  PERFORMANCE EXPECTATIONS | **BELOW**  PERFORMANCE EXPECTATIONS | **DOES NOT MEET**  PERFORMANCE EXPECTATIONS |
| **A. Supports and implements the policies and procedures of the district**  Choose an item. | Demonstrates superior skills and leadership in the development and improvement of school and district regulations and policies | Consistently implements the policies and procedures of the district | Inconsistently implements the policies and procedures of the district | Does not implement the policies and procedures of the district |
| **B. Participates in professional growth activities**  Choose an item. | Seeks out and frequently participates in professional growth activities | Participates in professional growth activities | Occasionally participates in professional growth activities | Does not participate in professional growth activities |
| **C. Demonstrates a sense of professional responsibility**  Choose an item. | Is self-motivated; assumes extra responsibilities voluntarily | Consistently fulfills directed school responsibilities | Inconsistently fulfills directed school responsibilities | Does not fulfill directed school responsibilities |

**V. DISTRICT-WIDE LEADERSHIP RESPONSIBILITIES**

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| **Criteria and Related Performance Rating…** | **Comments and Evidence…** |
| **A. Articulates a compelling picture of the future, pertaining to respective department and how that vision is consistent with Learning Reimagined and overall strategic plan.**  Exceeds  Meets  Below  Does not Meet | Click or tap here to enter text. |
| **B. Aligns practices with the mission, values, and strategic direction of the district.**  Exceeds  Meets  Below  Does not Meet |
| **C. Possesses broad knowledge and perspective, is future-oriented, and is a system-thinker.**  Exceeds  Meets  Below  Does not Meet |
| **D. Demonstrates the capacity to maintain the department’s direction and consistency in meeting their defined strategic objectives.**  Exceeds  Meets  Below  Does not Meet |
| **E. Looks towards the broadest possible view of an issue/challenge; thinks globally to identify, analyze, and effectively problem-solve.**  Exceeds  Meets  Below  Does not Meet |
| **F. Demonstrates the ability to skillfully negotiate difficult situations with both internal and external groups.**  Exceeds  Meets  Below  Does not Meet |
| **G. Takes the necessary steps to understand changes in internal and external environments and responds in a timely manner.**  Exceeds  Meets  Below  Does not Meet |
| **H. Considers impact on overall organization when planning new initiatives and planning for change.**  Exceeds  Meets  Below  Does not Meet |

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| **Comments Related to Goals:** | **Strategic Goal Alignment** | **Status—***1=Not Accomplished; 2=Partially Accomplished; 3=Mostly Accomplished; 4=Fully Accomplished* |
| 1. Click or tap here to enter text. | Choose an item. | Choose an item. |
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| 1. Click or tap here to enter text. | Choose an item. | Choose an item. |

**EVALUATOR’S SUMMARY COMMENTS:**

Click or tap here to enter text.

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Evaluator’s Signature and Date

**ADMINISTRATOR’S SUMMARY COMMENTS:**

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Administrator’s Signature and Date