

## District Administrator Evaluation

**School Year:**

**District Administrator:**

**Date of Evaluation:**

**Evaluator:**

Please rank each category with one of the following:

**4 - Exceeds Expectations**

**3 - Consistently Meets Expectations**

**2 - Needs Improvement**

**1 - Unsatisfactory**

**NA - Not assessed**

If an evaluator chooses a ranking of 1 or 2 for any question, then the evaluator must provide a comment explaining why they choose that ranking. Evaluators choosing a ranking of 3 or 4 are not required (but are highly encouraged) to provide comments.

### **Leadership** 1-2-3-4-NA

*Serves as the district's spokesperson and advocate on state and national legislative and educational issues. Stays current on educational trends and issues and keeps the Board and community informed on how these could impact the district.*

### **District Culture** 1-2-3-4-NA

*Facilitates a process involving the Board, students, staff and community members that leads to the development of district goals. Promotes academic excellence for staff and students. Builds self-esteem in staff and students through recognition programs and activities that provide for a positive school climate. Exhibits creative problem solving and promotes and models risk taking.*

**Policy and Governance**      1-2-3-4-NA

*Prepares the agenda and materials for Board meetings. Recommends policies to the board that are consistent with state and federal laws and supervises their implementation. Facilitates the review of issues and alternative proposals with Board Committees prior to full Board action. Provides for activities and procedures that promote positive district administrator - Board interpersonal and working relationships.*

**Communication**      1-2-3-4-NA

*Develops channels of communication with school personnel, students and the community. Provides information to the Board at the request of a committee or the full board. Articulates the district's goals, decisions, and priorities to the community and media. Writes and speaks clearly.*

**Community Relations**      1-2-3-4-NA

*Appreciates the political forces in the community and demonstrates the ability to build community support for district priorities. Demonstrates conflict resolution skills, consensus building skills and the ability to bring about cooperative solutions. Identifies, tracks, addresses educational and community issues.*

### **Organizational Management** 1-2-3-4-NA

*Oversees the development of and recommends the budget for review and approval by the Board. Presents long range financial needs to the Board and assists the Board in interpreting the budget to the community and school personnel. Supervises the overall fiscal operations of the district.*

*Develops, implements and monitors change processes and organizational transitions. Advises the Board on legal issues regulations and codes that could impact the district and implements changes in the operations to maintain district compliance. Delegates authority and responsibility appropriately to members of the administrative team and staff. Allocates and manages resources effectively to ensure successful student learning.*

### **Curriculum Planning and Development** 1-2-3-4-NA

*Implements and supervises a process that periodically and effectively evaluates district programs. Utilizes the expertise of the professional staff to develop curriculum and programs that meet the needs of the students. Supervises and reviews assessments of the effectiveness of the educational program . Provides oversight to the alignment of the district's curriculum with state standards and assessments. Facilitates an effective Community Education Program.*

### **Instructional Management** 1-2-3-4-NA

*Provides programs of professional growth and improvement for all employees. Visits the schools as often as other duties will permit and observes the practices being utilized in the classroom.*

*Develops and supervises the disciplinary process for students. Develops, and monitors change processes to improve student learning and the climate for learning. Formulates a program that effectively evaluates the instructional staff . Supervises the administration of the state student assessment and monitoring system.*

#### **Human Resources Management    1-2-3-4-NA**

*Recommends to the Board the selection, employment, assignment, transfer, supervision and dismissal of all professional school employees. Supervises all personnel operations and the selection, employment, assignment, transfer, supervision and dismissal of all non-professional school employees. Supervises systems to evaluate all district staff and programs to improve staff performance. Serves as the Boards' spokesperson in negotiating labor contracts. Promotes formal and informal communications with all staff. Recommends changes in organizational structure and staffing to the Board. Directly supervises members of the administrative cabinet. Manages all employee contracts and agreements and address grievances in the appropriate manner.*

#### **Values and Ethics Leadership    1-2-3-4-NA**

*Models appropriate values, ethics and moral leadership in all interactions. Balances complex community demands in the best interest of the students. Recognizes and is sensitive to the needs of a diverse constituency. Demonstrates initiative, loyalty and dedication. Promotes the value of public education in a free and democratic society. Involves other community agencies to support each child.*

**Successes:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Areas for Development and Improvement:**

- 1.
- 2.
- 3.
- 4.
- 5.

**OTHER COMMENTS:**

- 1.
- 2.
- 3.
- 4.
- 5.