

ALGONAC COMMUNITY SCHOOLS

Administrative Evaluation Template

CATEGORY #1: PROFESSIONAL CHARACTERISTICS

	Ineffective	Minimally Effective	Effective	Highly Effective
LEADERSHIP	The administrator does not display leadership skills.	The administrator is developing leadership skills.	The administrator has established leadership skills.	The administrator displays mastery level leadership skills
FAIR, ETHICAL, LEGAL, HONEST, RESILIENT	The administrator does not display these characteristics.	The administrator displays few of these characteristics.	The administrator displays these characteristics	The administrator has displayed mastery level.
ORGANIZATIONAL MANAGEMENT, DEADLINES, JUDGEMENT	The administrator does not display these characteristics.	The administrator displays few of these characteristics.	The administrator displays these characteristics.	The administrator has displayed mastery level.

Comments:

CATEGORY #2: SCHOOL CLIMATE

	Ineffective	Minimally Effective	Effective	Highly Effective
SAFETY	The administrator does not meet the expectations in this category.	The administrator meets few expectations in this category.	The administrator meets the expectations in this category.	The administrator excels in this category.
STUDENT ENGAGEMENT	The administrator does not meet the expectations in this category.	The administrator meets few expectations in this category.	The administrator meets the expectations in this category.	The administrator excels in this category.
DISCIPLINE	The administrator does not meet the expectations in this category.	The administrator meets few expectations in this category.	The administrator meets the expectations in this category.	The administrator excels in this category.
FLEXIBILITY	The administrator does not meet the expectations in this category.	The administrator meets few expectations in this category.	The administrator meets the expectations in this category.	The administrator excels in this category.
VISIBILITY	The administrator does not meet the expectations in this category.	The administrator meets few expectations in this category.	The administrator meets the expectations in this category.	The administrator excels in this category.

Comments:

CATEGORY #3: COMMUNICATION

	Ineffective	Minimally Effective	Effective	Highly Effective
RELATIONSHIPS AND RAPPORT	The administrator does not establish professional relationships.	The administrator has established some professional relationships.	The administrator has established professional relationships.	The administrator excels at establishing professional relationships.
COMMUNITY/PARENTS	The administrator does not establish communication with community/parents.	The administrator has established some communication with community/parents.	The administrator has established communication with community/parents.	The administrator has excelled at communication with community/parents.

Comments:

CATEGORY #4: FACILITIES/OPERATIONS

	Ineffective	Minimally Effective	Effective	Highly Effective
TECHNOLOGY	The administrator does not model or emphasize the use of or care of technology.	The administrator has at times modeled or emphasized the use of or care of technology.	The administrator does model or emphasize the use of or care of technology.	The administrator excels at modeling or emphasizing the use of or care of technology.
POLICIES/LAWS/PROCEDURES	The administrator does not adhere to policies, laws, procedures.	The administrator adheres to some policies, laws, procedures.	The administrator adheres to all policies, laws, procedures.	The administrator excels at following policies, laws, procedures.
BUDGET	The administrator does not work within the building budget.	The administrator attempts to work within the building budget.	The administrator works within the building budget.	The administrator excels at working within the building budget.

COMMENTS:

CATEGORY #5: INSTRUCTIONAL SUPERVISION

	Ineffective	Minimally Effective	Effective	Highly Effective
EVALUATION PROCESS	The administrator does not emphasize or follow the evaluation process.	The administrator minimally emphasizes or follows the evaluation process.	The administrator emphasizes and follows the evaluation process.	The administrator excels at emphasizing and following the evaluation process.
DATA DIRECTOR	The administrator does not use and emphasize the use of Data Director	The administrator minimally uses and emphasizes the use of Data Director.	The administrator uses and emphasizes the use of Data Director	The administrator excels at using and emphasizing the use of Data Director.
STUDENT PROGRESS	The administrator does not monitor student progress.	The administrator minimally monitors student progress.	The administrator monitors student progress.	The administrator excels at monitoring student progress.
PROFESSIONAL DEVELOPMENT	The administrator does not participate in professional develop and/or provide professional development for staff.	The administrator participates in some professional development and/or provides some professional development for staff.	The administrator participates in professional development and provides professional development for staff.	The administrator excels in participating in professional development and provides quality professional development for staff.

COMMENTS:

CATEGORY #6: PROGRAM

	Ineffective	Minimally Effective	Effective	Highly Effective
CURRICULUM/ PACING/ ASSESSMENT	The administrator does not supervise and monitor the curriculum, pacing, or assessments used by teaching staff.	The administrator supervises and monitors the curriculum, pacing and assessment used by teaching staff infrequently.	The administrator supervises and monitors the curriculum, pacing, and assessments used by teaching staff.	The administrator excels in supervising and monitoring the curriculum, pacing, and assessments used by teaching staff.
EXTRA-CURRICULAR, CO-CURRICULAR	The administrator does not supervise or monitor the extra and co-curricular activities in the building.	The administrator supervises and monitors extra and co-curricular activities in the building.	The administrator supervises and monitors extra and co-curricular activities in the building.	The administrator excels at supervising and monitoring extra and co-curricular activities.

COMMENTS:

CATEGORY #7: STUDENT GROWTH

	Ineffective	Minimally Effective	Effective	Highly Effective
TEACHERS MEETING OR EXCEEDING STUDENT GROWTH MEASURES AS SET IN TEACHER EVALUATION RUBRIC	74% or less of the teachers under the administrator's supervision had their students meet or exceed student achievement targets.	75 to 79% of the teachers under the administrator's supervision had their students meet or exceed student achievement targets.	80 to 94% of the teachers under the administrator's supervision had their students meet or exceed student achievement targets.	95 to 100% of the teachers under the administrator's supervision had their students meet or exceed student achievement targets.

COMMENTS: