

SCHOOL LEADER JOB PERFORMANCE EVALUATION
ADELAIDE L. SANFORD CHARTER SCHOOL

NAME: _____ DATE: _____

EVALUATOR: _____

DATES OF OBSERVATIONS: _____

A. DESCRIPTION OF PERFORMANCE RATING

The evaluator will assess the employee's job performance on the Adelaide L. Sanford Charter School Administrator Standards and Performances using the scale below. A summary statement **MUST** be included to explain Standards assessed as (a) Inconsistently Meets Requirements or (b) Does Not Meet Requirements.

Ratings

Administrator Consistently Meets Job Performance Requirement- Administrator's work behavior enhances performance as a leader and meets criteria expected for the job.

Administrator Attempts to Meet Job Performance Requirement- Administrator's work behavior is adequate, usually accomplishing the criteria expected for the job. Performance improvement may or may not be specified in Professional Growth Plan.

Administrator Inconsistently Meets Job Performance Requirement- Administrator's work behavior may hinder performance as a leader. Evidence shows job performance that is less than the criteria expected and indicating a need for improvement. Performance improvement must be specified in Professional Growth Plan.

Administrator Does Not Meet Job Performance Requirement- Administrator's work behavior significantly detracts from performance as a leader. Evidence shows performance that is substantially below expectations and indicates a need for improvement. Performance improvement must be specified in Professional Growth Plan.

B. EVALUATION CRITERIA-ADMINISTRATOR STANDARDS AND PERFORMANCES

(Circle the Performance numbers to indicate the agreed upon evaluation criteria as outlined in the Initial Planning phase of the evaluation.) *Indicates alignment of Administrator Performances with Adelaide L. Sanford Charter School Indicators for School Improvement

Visionary Leader 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.				
<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P1.01-Communicates effectively the vision and mission of the school / district to staff, parents, students and community members*				
P1.02-Uses symbols, ceremonies, stories, and similar activities to communicate the vision and mission				
P1.03-Models core beliefs of the vision for all stakeholders				
P1.04-Develops the vision with and among stakeholders*				
P1.05-Recognizes and celebrates the contributions of school community members to the realization of the vision				
P1.06-Communicates to all stakeholders progress toward the vision and mission*				
P1.07-Involves the school community in school improvement efforts*				
P1.08-Shapes the educational programs, plans, and actions according to the vision*				
P1.09-Develops an implementation plan in which objectives and strategies to achieve the vision and goals are clearly articulated				
P1.10-Uses student assessment data to develop the school vision and goals*				
P1.11-Uses relevant student demographic data in developing the school mission/goals*				
P1.12-Identifies, clarifies, and addresses barriers to achieving the vision				
P1.13-Seeks and obtains needed resources to support the implementation of the school vision and goals*				
P1.14-Uses existing resources in support of the school vision and goals*				
P1.15-Regularly monitors, evaluates, and revises the vision, mission, and implementation plans as appropriate.*				

Instructional Leader

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.

<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P2.01-Treats all individuals with fairness, dignity, and respect				
P2.02-Promotes professional development that focuses on student learning consistent with the school vision and goals*				
P2.03-Demonstrates value for students and staff				
P2.04-Acknowledges responsibilities and contributions of each individual				
P2.05-Identifies; clarifies, and addresses barriers to student learning*				
P2.06-Considers diversity in developing learning experiences				
P2.07-Encourages and models life-long learning*				
P2.08-Holds high expectations for self, student, and staff performance				
P2.09-Promotes use of technologies for teaching and learning				
P2.10-Recognizes and celebrates student and staff accomplishments				
P2.11-Promotes multiple opportunities to learn for all students				
P2.12-Organizes and aligns the school for success*				
P2.13-Designs, implements, evaluates, and refines curricular, co-curricular, and extra-curricular programs as appropriate.*				
P2.14-Bases curriculum decisions on research, expertise of teachers, and recommendations of learned societies*				
P2.15-Assesses the school culture and climate on a regular basis				
P2.16-Uses a variety of sources of information to make decisions				
P2.17-Assesses student learning using a variety of techniques				
P2.18-Works to ensure staff and students use multiple sources of performance information				
P2.19-Employs a variety of supervisory and evaluation models*				
P2.20-Ensures the development of pupil personnel programs to meet the needs of students and families*				

School Manager

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.

<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P3.01-Uses knowledge of learning, teaching, and student development to inform management decisions				
P3.02-Designs and manages operational procedures to maximize opportunities for successful learning*				
P3.03-Recognizes, studies, and applies emerging trends as appropriate				
P3.04-Puts in place operational plans and procedures to achieve the vision and goals of the school*				
P3.05-Effectively manages collective bargaining and other contractual agreements related to the school				
P3.06-Ensures the safe, efficient, and effective operation of the school plant, equipment, and support systems*				
P3.07-Manages time to maximize attainment of organizational goals*				
P3.08-Identifies potential problems and opportunities				
P3.09-Confronts and resolves problems in a timely manner				
P3.10-Aligns financial, human and material resources to the goals of schools*				
P3.11-Ensures that the school acts entrepreneurially to support continuous improvement				
P3.12-Regularly monitors and modifies organizational systems as needed				
P3.13-Involves stakeholders in decisions affecting the school*				
P3.14-Shares responsibility to maximize ownership and accountability				
P3.15-Uses effective problem-framing and problem-solving skills				
P3.16-Uses effective conflict resolution skills				
P3.17-Uses effective group-process and consensus-building skills				
P3.18-Uses effective communication skills				
P3.19-Creates and maintains safe, clean, and aesthetically pleasing school environment*				
P3.20-Uses human resource functions to support the attainment of school goals*				
P3.21-Maintains confidentiality and privacy of school records				

Collaborative Leader

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.

<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P4.01-Maintains high visibility, active involvement, and communication with the larger community				
P4.02-Identifies and nurtures relationships with community leaders				
P4.03-Regularly uses information about family and community concerns, expectations, and needs				
P4.04-Provides outreach to different business, religious, political, and service agencies and organizations				
P4.05-Gives credence to individuals and groups whose values and opinions may conflict*				
P4.06-Ensures that the school and community serve one another as resources				
P4.07-Secures available community resources to help the school solve problems and achieve goals				
P4.08-Establishes partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school goals				
P4.09-Works to integrate community youth family services with school programs				
P4.10-Treats community stakeholders equitably				
P4.11-Recognizes and values diversity				
P4.12-Develops and maintains effective media relations				
P4.13-Establishes a comprehensive program of community relations				
P4.14-Uses public resources and funds appropriately and wisely				
P4.15-Models community collaboration for staff				
P4.16-Provides opportunities for staff to develop collaborative skills				

Ethical Leader

Standard 5: A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P5.01-Examines personal and professional values				
P5.02-Demonstrates a personal and professional code of ethics Adheres to the professional code of ethics for Kentucky school personnel as outlined in 704 KAR 20:680				
P5.03-Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance				
P5.04-Serves as a role model				
P5.05-Accepts responsibility for school operations				
P5.06-Considers the impact of one’s administrative practices on others				
P5.07-Uses the influence of the office to enhance the educational program rather than for personal gain				
P5.08-Treats people fairly, equitably, and with dignity and respect				
P5.09-Protects the rights and confidentiality of students and staff				
P5.10-Demonstrates appreciation for and sensitivity to the diversity in the school community				
P5.11-Recognizes and respects the legitimate authority of others				
P5.12-Examines and considers the prevailing values of the diverse school community				
P5.13-Expects that others in the school community will demonstrate integrity and exercise ethical behavior				
P5.14-Opens the school to public scrutiny				
P5.15-Fulfills legal and contractual obligations				
P5.16-Applies laws and procedures fairly, wisely, and considerately				

Political and Environmental Leader

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.

<i>Administrator Performances – The administrator:</i>	Consistently Meets- Behavior that <u>enhances performance</u> as a leader.	Attempts to Meet- Behavior that <u>is adequate</u> , usually accomplishing objectives.	Inconsistently Meets- Behavior that <u>may hinder performance</u> as a leader.	Does Not Meet- Behavior <u>significantly detracts from performance</u> as a leader.
P6.01-Influences the environment in which schools operate on behalf of students and families				
P6.02-Communicates with school community concerning trends, issues, and potential changes in the environment in which schools operate				
P6.03-Dialogues with representatives of diverse community groups				
P6.04-Operates the school community within the framework of policies, laws, and regulations enacted by local, state, and federal authorities				
P6.05-Helps to shape public policy to provide quality education for students				
P6.06-Develops lines of communication with decision makers outside the school community				

Summative Evaluation Ratings on Performance Criteria (*check*)

AdministatorStandards	<u>CONSISTENTLY MEETS</u>	<u>ATTEMPTS TO MEET</u>	<u>INCONSISTENTLY MEETS</u>	<u>DOES NOT MEET</u>
1. Visionary Leader				
2. Instructional Leader				
3. School Manager				
4. Collaborate Leader				
5. Ethical Leader				
6. Political and Environmental Leader				

C. PROFESSIONAL GROWTH PLAN (Attach Copy to this Summative Report)

The Professional Growth Plan addressing the ALSCS Standards and Performances of:

has been () Achieved () Revised () Continued.

D. RESPONSE

The administrator being evaluated may respond to any part of the evaluation in the space provided below and should initial the response.

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the principal whose signature does not indicate agreement with the content. In the event the principal disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten(10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

School Leader

Date

Evaluator

Date

CEO

Date

Distribution: Personnel File
Evaluator
School Leader