

**ADMINISTRATIVE EVALUATION FORM**

**Administrator** \_\_\_\_\_ **Position** \_\_\_\_\_

**Evaluator** \_\_\_\_\_ **Date** \_\_\_\_\_

**I. DEMONSTRATES LEADERSHIP, ADMINISTRATION, AND MANAGEMENT SKILLS FOR ASSIGNED PROGRAMS OR SCHOOLS.**

A. Effectively leads the staff, students, parents, and/or supporters of education.

**Commendable** \_\_\_\_\_ **Satisfactory** \_\_\_\_\_ **Concern** \_\_\_\_\_ **Not Eval** \_\_\_\_\_

General Comments:

B. Implements approved curriculum or programs and assesses student performance.

**Commendable** \_\_\_\_\_ **Satisfactory** \_\_\_\_\_ **Concern** \_\_\_\_\_ **Not Eval** \_\_\_\_\_

General Comments:

C. Knows and applies principles of school finance.

**Commendable** \_\_\_\_\_ **Satisfactory** \_\_\_\_\_ **Concern** \_\_\_\_\_ **Not Eval** \_\_\_\_\_

General Comments:

II. DEMONSTRATES THE ABILITY TO RECOGNIZE AND EVALUATE EFFECTIVE PROFESSIONAL PERFORMANCE OF THE STAFF.

A. Acquires knowledge about staff performance through direct observation, discussion, and data-collection methods.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

B. Demonstrates skill in evaluating the performance of assigned staff members.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

III. DEMONSTRATES AN INTEREST IN AND COMMITMENT TO STUDENTS, EMPLOYEES, THE EDUCATIONAL PROGRAM, AND COMMUNITY.

A. Provides an environment of trust that is responsive to the collective needs of the students, staff, and community.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

B. Promotes and nurtures a positive climate in the workplace.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

C. Provides opportunities for the staff to experience professional growth and to strengthen human relations.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

IV. DEMONSTRATES A COMMITMENT TO PROFESSIONAL GROWTH, AND MAKES AN EFFORT TO IMPROVE PERFORMANCE.

A. Maintains an appropriate level of preparation and scholarship or advanced training.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

B. Participates in professional organizations.

**Commendable**\_\_\_\_\_ **Satisfactory**\_\_\_\_\_ **Concern**\_\_\_\_\_ **Not Eval**\_\_\_\_\_

General Comments:

C. Participates in workshops, seminars, and graduate studies.

**Commendable** \_\_\_\_\_ **Satisfactory** \_\_\_\_\_ **Concern** \_\_\_\_\_ **Not Eval** \_\_\_\_\_

General Comments:

**PERFORMANCE GOALS FOR SCHOOL YEAR** \_\_\_\_\_

**Goal 1**

**Goal 2**

**Goal 3**

**Additional Goals**

**General Comments/Remarks of Evaluator:**

**Comments of Administrator:**

**Evaluator's Signature** \_\_\_\_\_

**\*Administrator's Signature** \_\_\_\_\_

\*Signature indicates a review of the completed evaluation; it does not signify agreement with contents.