



EVALUATE DAVIS

THE STANDARDS *for Business Administrator* LEARNING FIRST!

to address district needs. The leader plans carefully to efficiently acquire and equitably allocate district resources and uses the DSD Planning Process effectively.

PLAN: The effective business administrator creates a collaborative culture to develop and implement a department mission, vision, and goals aligned with that of the district. Effective leaders use data and current educational research

LEAD: The business administrator works to ensure quality staffing through effective hiring, induction, mentoring, training, and evaluation of employees. In the spirit of collaboration, the leader creates and implements novel and progressive programs, processes, and solutions. With a focus on identified needs and department and district goals, the effective district administrator facilitates meaningful professional development for all staff. He/she ensures communication of information is strategic, effective, and timely. The leader effectively facilitates meetings and presentations.

CHECK: The business administrator uses data to evaluate programs, processes, policies, and practices, and ensures compliance with laws and policies. He/she follows up with stakeholders to ensure needs are met and problems resolved. The effective district administrator provides frequent feedback to employees, departments, and schools for ongoing improvement.

ENVIRONMENT: The effective business administrator is approachable, supportive and responsive, and ensures the physical environment is well-maintained, safe, and inviting. He/she fosters an environment where employees are positive, respectful, and understanding of individual differences. The leader creates an environment of high expectations and celebrates excellence.

PROFESSIONALISM: The effective business administrator engages in regular self-reflection and learning for continual growth and expertise. He/she collaborates and cultivates productive relationships to improve learning and approaches challenges and changes positively in a problem-solving manner. The leader makes professional contributions to district, state, and the larger arena of public education.



EVALUATE
DAVIS

THE INDICATORS

for Business Administrator

PLAN

- P.1 Cultivates a collaborative process to plan, develop, and implement district and department mission, vision, and goals
- P.2 Utilizes data and research to anticipate emerging trends and proactively address district needs
- P.3 Plans effectively for the efficient, equitable allocation and use of fiscal, human, and capital resources
- P.4 Effectively uses the DSD Planning Process

LEAD

- L.1 Ensures quality staffing and develops leaders through effective hiring, induction, mentoring, training, and evaluation
- L.2 Collaboratively creates and implements innovative and effective programs, processes, and solutions
- L.3 Facilitates meaningful professional development for all staff focused on identified needs and aligned with vision and goals
- L.4 Utilizes effective communication strategies to ensure the timely flow of information
- L.5 Demonstrates effective meeting facilitation and presentation skills

CHECK

- C.1 Uses data regularly to evaluate programs, procedures, policies, and practices, and makes adjustments as needed
- C.2 Monitors and ensures compliance with federal, state, local, and district laws, policies, and procedures
- C.3 Follows up to ensure needs are met and problems are resolved
- C.4 Ensures frequent feedback is provided to employees, departments, and/or schools for continuous improvement

ENVIRONMENT

- E.1 Is approachable, supportive, and responsive
- E.2 Ensures facilities are well-maintained, safe, and inviting
- E.3 Fosters an environment where employees are positive, respectful, and understanding of individual differences
- E.4 Creates an environment of high expectations and celebrates excellence

PROFESSIONALISM

- PRO.1 Engages in self-reflection and professional learning for continuous growth and expertise
- PRO.2 Collaborates and cultivates productive relationships with a wide variety of stakeholders to improve learning
- PRO.3 Approaches challenges and changes positively in a problem-solving manner
- PRO.4 Makes professional contributions to district, state, and the larger arena of educational policy making
- PRO.5 Uses the Evaluate Davis system effectively

***All employees must consistently adhere to school, district, and state policies and procedures*