

Assistant Superintendent/District Administrator Meeting or Presentation Observation

1. Promotes Learning First! and refers to/aligns with district/department vision, mission, and goals (P.1)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

2. Facilitator communicates and disseminates information clearly and concisely (L.3)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

3. Meeting is well-organized and proceeds in a logical sequence (L.5)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

4. Facilitator provides effective and timely leadership, support, training and/or resources in response to identified needs (L.5)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

5. Participants are actively engaged or meeting is modified if they appear disengaged (L.5)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

6. Facilitator utilizes time wisely and paces effectively (L.5)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

7. Facilitator demonstrates interest and enthusiasm (L.5)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

8. Facilitator shows initiative in solving problems (L.2)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

9. Materials are prepared, well-organized, accurate and of professional quality (L.3)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

10. Participant feedback and data guide adjustments (C.1)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

11. Evidence indicates stakeholder needs are met and/or problems are resolved (C.3)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

12. Facilitator creates a supportive and responsive environment (E.1)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

13. Facilitator demonstrates understanding and tact (E.1)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

14. Facilitator is positive, respectful, and understanding of individual differences (E.3)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

15. Facilitator creates a collaborative environment where members exchange ideas, provide input, or share in decision-making (PRO.2)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

16. Facilitator approaches challenges and changes in a positive, problem-solving manner (PRO.3)

- Not Evident (1)
- Somewhat Evident (2)
- Evident (3)
- Extraordinary (4)

17. General comments: