PERSONNEL

Evaluation of Administrative Personnel

1. Knowledge Of, Experience In, and Training In Recognizing Good Professional Performance Capabilities and Development.

Indicators

1.1 Selects, organizes and assigns personnel for optimum use.

1.2 Demonstrates the ability to collect and interpret school-based data in program design and assessment.

1.3 Assumes responsibility for the instructional program and encourages initiative, creativity and program improvement.

1.4 Promotes high staff morale and commitment to professional competence.

1.5 Respects individual judgement and diversity of opinion.

1.6 Demonstrates the ability to recognize and assess the elements of effective instruction.

2. School Administration and Management

2.1 Supports district and state goals. Demonstrates ability to implement and follow school district management policy and objectives as directed by the superintendent.

2.2 Seeks staff, student and community input in planning; develops processes for planning and implementation.

2.3 Maintains accurate staff, student and fiscal records and monitors budget and expenditures.

2.4 Follows legal codes and district policy and decision making. Involves staff and community as appropriate.

2.5 Gathers data, seeks alternatives, solves problems promptly, deals with obstacles.

3. School Finance
3.1 Maintain fiscal records and monitors budget and expenditures.

3.2 Monitors the selection and purchase of materials and supplies necessary for the instructional program.

3.3 Maintains accurate inventory of equipment and materials.

3.4 Formulates appropriate budgets for the building and the instructional program.

3.5 Recognizes external funding sources and seeks them as necessary to support the school program.

4. Professional Preparation and Scholarship

4.1 Monitors own performance and solicits feedback from others.

4.2 Formulates and achieves appropriate personal goals for professional improvement.

4.3 Continues professional study and activity.

4.4 Uses current knowledge on educational and administrative matters.

5. Effort Toward Improvement When Needed

5.1 Demonstrates a commitment to improve individual performance.

5.2 Recognizes the necessity to remain current in recent educational research by participation in workshops, conferences, classes and reading articles that contribute to maintaining currency.

5.3 Is receptive to suggestions for improving and uses suggestions to improve on performance.

5.4 Encourages and solicits comments and suggestions about professional performance from peers, consultants, etc.

6. Interest In Pupil, Employees, Patrons, and Subjects Taught In School

6.1 Demonstrates enthusiasm and interest in students.
6.2 Encourages equitable opportunities for students and accommodates individual differences.

6.3 Assists in providing building activities which promote self esteem and individual academic success of each student.

6.4 Respects individual differences and demonstrates equitable treatment of students without regard to culture, ethnic, economic, religious, social, physical, gender, age, cognitive and or other differences.

6.5 Uses effective oral and written communications to inform parents, staff and community of diverse and changing programs and student needs.

7. Leadership

7.1 Assumes responsibility for the instructional program and encourages initiative and creativity in program improvement.

7.2 Cooperates with district planners in establishing and implementing well defined curriculum goals in all subject areas.

7.3 Supervises student testing and evaluation procedures; uses results for improvement of instructional program.

7.4 Assist teachers in providing for individual needs and abilities of students.

7.5 Demonstrates knowledge of curriculum and shows a balanced concern for all levels of subject areas.

7.6 Demonstrates the ability to work collaboratively with others to create and articulate a shared vision and strategies for realizing that vision.

8. Ability and Performance

8.1 Provides written evaluation of all staff members according to district policy and provides direction for staff improvement and development.

8.2 Implements systematic classroom observation and monitors teaching and planning.

8.3 Provides direction for staff improvement.
9. **Progress Toward Satisfactory Completion of Mutually Determined Goals**

9.1 Establishes and achieves goals at an acceptable level.