

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**

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- 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.

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- 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.