

# Non-Instructional Leadership Performance Appraisal

**Employee Name:**  
**Employee ID:**

**Employee Location:**  
**Employee Title:**

## Initial Needs Assessments

<b>Gather Data</b> What are my insights from analyzing the performance of my department?	<b>Plan</b> How will I address department needs?

## Goals for Increased Performance

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### Mid-Year Review

<b>Gather Data</b> What are my insights from analyzing the performance of my department?	<b>Plan</b> How will I address department needs?

### Goals for Increased Performance

<b>Goal</b>	<b>Result</b>
1.	
2.	
3.	
4.	

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<b>DOMAIN I</b>	<b>Customer Focus</b>	<b>Standard</b>	<b>Rating</b>	<b>Comments</b>
		Responsive to all internal and external customers		
		Exhibits a positive attitude with all internal and external customers		
		Seeks out opportunities to better serve internal and external customers		
		Ensures that subordinates are providing excellent customer services to internal and external customers		

<b>DOMAIN II</b>	<b>Professional Learning</b>	<b>Standard</b>	<b>Rating</b>	<b>Comments</b>
		Attends professional learning activities that are aligned with department and District initiatives		
		Seeks out appropriate opportunities for professional learning that address specific performance goals		
		Initiates activities to contribute to the profession, such as mentoring other employees and/or making presentations		
		Demonstrates through conversations and/or actions evidence of application of meaningful and effective professional learning		

<b>DOMAIN III</b>	<b>Developing Subordinates</b>	<b>Standard</b>	<b>Rating</b>	<b>Comments</b>
		Recruits and retains effective team members that contribute to the organization		
		Initiates professional learning opportunities for subordinates that are aligned with department initiatives		
		Maintains a long term succession plan for department		
		Identifies and supports emerging leaders in department		

<b>DOMAIN IV</b>	<b>Problem Solving</b>	<b>Standard</b>	<b>Rating</b>	<b>Comments</b>
		Seeks to improve overall District efficiency and effectiveness		
		Seeks appropriate resources to improve department effectiveness		
		Collaborates with colleagues, subordinates, and District leadership when making decisions		
		Administrator works to ensure that department action(s) are consistent with District goals		

<b>DOMAIN V</b>	<b>Interpersonal &amp; Professional Conduct</b>	<b>Standard</b>	<b>Rating</b>	<b>Comments</b>
		Maintains positive, effective, professional, and ethical relationships with staff and community		
		Interacts effectively and collaboratively with colleagues and supervisors to contribute positively to the organization in a manner consistent with the District's Strategic Plan		
		Follows district, campus, state and administrative policies, procedures, requirements, and directives		
		Ensures all Safe and Secure Schools emergency management preparedness and compliance practices are followed for respective department		
		Maintains professional communication and feedback with others in a timely manner		

<b>TOTAL RATING</b>	
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### Rating Scale

**4 Exemplary Standard:**  
The leader is performing the standard at an excellent level and is an exemplar to the point that their system or process regarding the standard is being replicated by other staff members.

**3 Exceeding Standard:**  
The leader is performing at a high level, and is consistently exceeding goals.

**2 Meeting Standard:**  
The leader is performing at an on standard level.

**1 Not Meeting Standard:** The leader is inconsistent with performance on this standard.

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### End of Year Accomplishments

1.	
2.	
3.	
4.	

### End of Year Review of Goals

Goal	Result
1.	
2.	
3.	
4.	

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**Employee Name:**  
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**End of Calendar Employee Strengths and Developmental Needs Identified:**

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**Employee Signature**

**Date**

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**Appraiser Signature**

**Date**