

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 6410 P-6

**ADMINISTRATOR EVALUATION FORM**

**LEADERSHIP --** The Administrator applies knowledge and skills of supervision to programs and staff and demonstrates the ability to inspire subordinates to grow and develop in a way that reflects acceptance of his/her leadership. The effective Administrator:

1. Searches out and participates in challenging opportunities to change, grow, innovate, and improve.
2. Is willing to experiment and take risks from a knowledge base and keeps superiors informed. Learns from mistakes.
3. Handles stress in a constructive manner.
4. Is capable and demonstrates necessary skill in creating and inspiring a shared vision.
5. Delegates responsibility to others and finds ways to reward accomplishment.
6. Works with others in a positive and productive manner when dealing with change.
7. Clearly communicates and promotes high expectations.
8. Provides leadership for curriculum development and improvement at building and district level.
9. Has a friendly, poised, and confident manner.
10. Establishes procedures to provide appropriate staff/parent involvement in program decisions.
11. Displays honesty, competence, intelligence when working with others.
12. Completes goals and objectives assigned by supervisor(s) and self.
13. Clearly communicates a vision for staff, students and parents.

**COMMENT**

**PROFESSIONAL PREPARATION AND DEVELOPMENT --** The Administrator demonstrates a desire for continual growth of competencies and seeks to

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become involved in meaningful professional growth activities. The effective Administrator:

1. Demonstrates an understanding of learning theory and instructional practices.
2. Participates in principal's meetings, district meetings and such other meetings as required or appropriate.
3. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing matters of mutual interest with others in the field.
4. Is receptive to change and demonstrates continual development of management capabilities.
5. Presents oneself as an informed professional in verbal and written contacts with students, colleagues, parents and community.
6. Demonstrates a level of knowledge necessary to develop, implement, supervise and evaluate programs.

**COMMENT**

**EFFORT TOWARD IMPROVEMENT** -- The Administrator demonstrates an awareness of professional strengths, needs, and limitations, and sets realistic goals to work consistently toward improvement. The effective Administrator:

1. Responds to constructive suggestions in a positive manner.
2. Solicits and utilizes feedback on performance from students, staff, colleagues, superiors and community for the purpose of improvement.
3. Participates in appropriate in-service and career development activities.
4. Seeks advice and assistance when appropriate.
5. Adjusts to change and implements new strategies when appropriate.

**COMMENT**

**EVALUATION OF STAFF** -- The Administrator applies knowledge, experience and training in recognizing and documenting good professional performance. The effective Administrator:

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1. Utilizes appraisal practices that provide staff with clear understanding of performance expectations.
2. Attends and participates in in-service training relating to the effective evaluation of certificated and classified staff.
3. Spends an appropriate amount of time and effort observing the performance of staff.
4. Provides timely verbal and written evaluations of performance to all employees with an emphasis on improvement.
5. Develops appropriate programs to assist staff to overcome deficiencies.
6. Follows established procedures and timelines in completing required staff evaluations.
7. Recommends to the Superintendent appropriate probation, remediation and termination action when necessary.
8. Demonstrates an understanding of the instructional process and effective instructional techniques.

**COMMENT**

**PERSONNEL** -- The Administrator demonstrates the ability to use good judgment and effective practice in the selection, assignment and evaluation of personnel. The effective Administrator:

1. Demonstrates good judgment in assigning staff members in order to maximize their performance.
2. Promotes feelings of personal and professional worth in all employees.
3. Promotes high staff morale and commitment to professional competence.
4. Encourages and supports staff members professional growth activities.
5. Insures that all members of the staff understand their duties and responsibilities.

**COMMENT**

**RELATIONS WITH PARENTS AND THE COMMUNITY** -- The Administrator demonstrates responsibility in establishing an effective environment for communication which reflects openness, honesty and a high degree of mutual respect, both personal and professional. The effective Administrator:

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1. Provides for prompt and courteous response to visitors, correspondence and telephone calls.
2. Demonstrates sensitivity and understanding to different gender, racial, ethnic, cultural and religious values.
3. Supports, promotes and effectively interprets building and district programs, goals and policies to others.
4. Establishes a climate which encourages active participation on the part of parents and the community to contribute to the educational program.
5. Actively promotes parental/school communication on the progress of the student.

**COMMENT**

**CURRICULUM/INSTRUCTION** -- The Administrator demonstrates ability to apply knowledge and encourage the development of strong curricular and instructional practices. The effective Administrator:

1. Demonstrates an understanding of the instructional process and effective instructional techniques.
2. Supervises curricular programs and manages their continual implementation, evaluation, and improvement.
3. Is knowledgeable about curricula under his/her control.
4. Effectively implements and maintains the district curriculum.
5. Makes effective use of available district/community resources to support student and/or program needs.
6. Assumes responsibility for the instructional program; encourages initiative and creativity in program improvement.
7. Establishes appropriate priorities based on educational needs and is consistent with approved building and district-wide goals, policies and procedures.
8. Assists staff by providing needed resources to help with solutions for curriculum needs.
9. Keeps abreast of curricular changes and developments in the profession.

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10. Works with staff to plan and implement programs for staff development.
11. Provides leadership in implementing effective instructional strategies.
12. Serves as an instructional resource.

**COMMENT**

**PUPIL PERSONNEL** -- The Administrator demonstrates the ability to work with students, provides strong cocurricular programs and continually evaluates school offerings. The effective Administrator:

1. Establishes and maintains effective communication by demonstrating the qualities of empathy, active listening and respect for others.
2. Provides opportunities and encourages student participation in a variety of school offerings.
3. Demonstrates sensitivity and understanding to different gender, racial, ethnic, cultural and religious values.
4. Is visible and available to students.
5. Facilitates the establishment and implementation of building rules and regulations, and provides leadership for maintaining student discipline.
6. Supervises cocurricular programs and manages their implementation, evaluation and improvement.
7. Organizes and coordinates special events or activities held to promote and enhance student potential.
8. Promotes and nurtures a positive climate taking into consideration self-esteem and diversity of students.
9. Demonstrates a strong rapport with students.
10. Demonstrates human relation skills and ability to resolve conflict in an ethical manner.
11. Maintains a safe and orderly environment.

**COMMENT**

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**FACILITIES** -- The Administrator coordinates the maintenance and use of the physical plant to facilitate activities and functions of the educational program. The effective Administrator:

1. Makes cost effective decisions or recommendations on maintenance of facilities.
2. Effectively utilizes and coordinates the use of the school facility for district and public purposes.
3. Establishes a supervision procedure for building use, maintenance and security.
4. Develops and implements procedures to ensure maintenance of adequate security, safety and health standards.
5. Maintains accurate inventory of equipment and material.
6. Insures neat, clean building and grounds.

**COMMENT**

**SCHOOL FINANCE** -- The Administrator accepts responsibility and demonstrates the ability to formulate and distribute the resources of a school building budget for the implementation and improvement of school programs. The effective administrator:

1. Manages the funds allocated to the school in accordance with district guidelines and school objectives.
2. Provides staff members with an understanding of the budget process and, when appropriate, utilizes staff members, parents and students to help establish budget priorities.
3. Supervises and administers the acquisition and spending of student body funds.
4. Meets budget deadlines.
5. Demonstrates skill and knowledge in budget development.
6. Prepares and submits in a timely fashion accurate and well thought out budget requests for district consideration.
7. Makes budgetary decisions that support achievement of department, building and district goals.

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COMMENT

SUMMARY

I have received and read the above report.

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Signature/ Administrator                      Date

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Signature/ Superintendent                      Date

Implemented                      04-16-93