

GEORGIA LEADERSHIP EVALUATION INSTRUMENT: Annual Evaluation Summary Report

Original - Evaluations Office
Copy - Evaluator Copy - Evaluatee

Evaluatee's Name	Evaluator's Name
Evaluatee's ID Number	Evaluator's ID Number
Position	Position
School	School

Annual Evaluation Period			
Begin		End	
Month	Year	Month	Year
Summative Conference			
Month	Day	Year	
Overall Evaluation Summary			
<i>O Satisfactory</i>		<i>O Unsatisfactory</i>	

Evaluator must write a comment for every Performance Area in which there is an assigned dimension. Attach additional sheets if more space is needed for comments. Number of attachments if any.	Dimension Scores: Circle appropriate score for each dimension.	NA = Not Assigned NI = Needs Improvement S = Satisfactory	
PERFORMANCE AREA I: CURRICULUM A. Planning and implementing an appropriate curriculum B. Evaluating the curriculum or its implementation Comments _____			NA NI S NA NI S
PERFORMANCE AREA II: STUDENT PERFORMANCE C. Implementing and reporting assessment program results D. Using assessment results to improve the instructional program Comments _____			NA NI S NA NI S
PERFORMANCE AREA III: STAFF PERFORMANCE E. Implementing a staff performance evaluation program F. Planning appropriate staff development activities Comments _____			NA NI S NA NI S
PERFORMANCE AREA IV: ACADEMIC FOCUS G. Promoting maximum use of instructional time H. Setting and enforcing high expectations for student behavior Comments _____			NA NI S NA NI S
PERFORMANCE AREA V: COMMUNICATION I. Communicating effectively with professional personnel J. Communicating effectively with the public Comments _____			NA NI S NA NI S
PERFORMANCE AREA VI: ORGANIZATIONAL SETTING K. Establishing an appropriate physical environment L. Using resources to enhance system goals Comments _____			NA NI S NA NI S
PERFORMANCE AREA VII: COMPREHENSIVE IMPROVEMENT PLANS M. Collaboratively developing a comprehensive improvement plan N. Basing the comprehensive improvement plan on current evaluation data Comments _____			NA NI S NA NI S

Signatures:

EVALUATEE: _____	Date: _____
EVALUATOR: _____	Date: _____

The evaluatee's signature acknowledges receipt of form, not necessarily concurrence. The evaluatee may provide written comments. Initial and date here if comments are attached. _____

Evaluatee's comments: _____
 Revised 2-4-05