



Executive Professional Evaluation

(Adapted from the New York State School Boards Association in alignment with CSSD11 Superintendent Evaluation)

First Name: Click or tap here to enter text.

School Year: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Employee ID#: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Location: Click or tap here to enter text.

Highly Effective =3
 Effective =2
 Developing =1
 Ineffective =0

Minimum Score =0
 Maximum Score =84

Overall Rating:
 Highly Effective =72-84 total points (85%-100%)
 Effective =59-71 total points (70%-84%)
 Developing =42-58 total points (50%-69%)
 Ineffective =0-41 total points (0%-49%)

Standard 1: Vision, Culture and Leadership

The Executive Professional is a leader in promoting and supporting the success of all, articulating the district mission, vision, and core values supporting and developing a positive district climate and demonstrating best practices in support of the Strategic Plan and self/staff professional development.				
	Highly Effective (Continually Exceeds the criteria)	Effective (Consistently meets the criteria)	Developing (Partially meets the criteria)	Ineffective (Does not meet the criteria)
1.1 Leadership actions, staffing (if applicable) and department/position resources are clearly aligned to the district mission, vision, and core values and is evident in the work place culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Demonstrates a deep understanding of the impact their work has on quality instruction and consistently works to support effective instructional programs and high expectation for student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Department/Individual goals are systemically aligned to the district with a focused plan for improvement supported by resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4 Leads and supports the use of data informed improvement for division/department/position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Monitors and reviews the effectiveness of division/department/position deliverables and their alignment with the Strategic Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Ensures availability of and/or participation in district-specific professional development that directly enhances performance and outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Sets self-improvement goals and applies learning from professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard 2: Operations, Resource & Personnel Management

The Executive Professional demonstrates the knowledge, skills, and ability to effectively manage/engage in operations that promote a safe and effective environment for all, ensures the fiscal health of the district, and implements/follows sound personnel practices.				
	Highly Effective (Continually Exceeds the criteria)	Effective (Consistently meets the criteria)	Developing (Partially meets the criteria)	Ineffective (Does not meet the criteria)
2.1 Develops, ensures, and/or follows the implementation of procedures and structures to support compliance with local, state, and federal laws and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Implements and/or follows personnel procedures, recruitment and employee performance programs to hire and retain the best qualified personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Aligns, adjusts, and/or uses resources accordingly to meet district priorities and annual goals/objectives within budget and fiscal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Guides and/or participates in the process of fiscal planning and budget development and makes recommendations based upon the district/department/position's current fiscal position and future needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Promotes Safety across the district/division/department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard 3: Governance & Policy

The Executive Professional works effectively with colleagues and stakeholders, exhibits a shared understanding of district/division/department/position roles, supports, leads and or manages consistently with district/department policies, and demonstrates skills to work effectively with others.				
	Highly Effective (Continually Exceeds the criteria)	Effective (Consistently meets the criteria)	Developing (Partially meets the criteria)	Ineffective (Does not meet the criteria)
3.1 Offers professional advice to colleagues with appropriate recommendations based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Keeps department and supervisor regularly informed with data, reports and information which enables them to make effective timely decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Interprets and executes the intent of district/division/department policies, and gives input to division and/or department leadership on the need for new and/or revised polices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Works collaboratively with the division/department lead to shape the division/department purpose statement and goals with measurable objectives and high expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Makes a considerable effort to have a positive working relationship with all colleagues, treating everyone fairly and respectfully, and if needed, attempts to resolve any serious conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard 4: Communication & Community Relations

The Executive Professional establishes effective communication with all stakeholders and has the knowledge and awareness of different cultures among stakeholders to effectively engage and respond to diverse interests and needs that support the Strategic Plan.				
	Highly Effective (Continually Exceeds the criteria)	Effective (Consistently meets the criteria)	Developing (Partially meets the criteria)	Ineffective (Does not meet the criteria)
4.1 Communicates key information to all stakeholders in an appropriate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Works collaboratively with district/division/department and key stakeholders to secure resources and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

effective partnerships to support the Strategic Plan.				
4.3 Uses effective information strategies to communicate and promote a positive image of the district/division/department with stakeholders including families and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Establishes and/or uses effective communication within the division/department and promotes positive interpersonal relations between and with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Creates and/or supports an atmosphere of trust and respect with staff and stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Regularly attends events and engages with the district community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard 5: Ethical Leadership

The Executive Professional promotes the success of all by acting with integrity, fairness and in an ethical manner.				
	Highly Effective <small>(Continually Exceeds the criteria)</small>	Effective <small>(Consistently meets the criteria)</small>	Developing <small>(Partially meets the criteria)</small>	Ineffective <small>(Does not meet the criteria)</small>
5.1 Demonstrates ethical and professional behavior inspiring others to higher levels of performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Maintains a caring and professional relationship with all, grounded in shared district values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Demonstrates appreciation for, and sensitivity to, the diversity of the district community, and respects divergent opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Demonstrates efforts that align and support the work of closing the achievement gap across all demographics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Demonstrates a high level of self-awareness and improves upon professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>