

ADMINISTRATOR PERFORMANCE APPRAISAL – SUMMATIVE EVALUATION REPORT

NAME: _____ **SOCIAL SECURITY NO:** _____

POSITION: _____ **SCHOOL/DEPARTMENT:** _____

EVALUATOR: _____ **DATE OF REVIEW:** _____

APPRAISAL PERIOD: DATE FROM _____ **DATE TO** _____

DIRECTIONS

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator’s effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator’s attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating scale	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs Improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above descriptions to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (E) exceeds expectations or (I) needs improvement.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA (Refer to example criteria and/or use job description for each administrative position.)	COMMENTS
I. SCHOOL CLIMATE	_____ _____ _____ _____ _____	1. Communicates and supports expectations that are consistent with district goals. 2. Employs decision-making processes, fosters and promotes collegiality and team building. 3. Demonstrates effective interpersonal skills by promoting positive school/district/community climate. 4. Employs an effective communication process, including listening. 5. Recognizes and reinforces excellence.	

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<p align="center">II. SCHOOL DISTRICT IMPROVEMENT</p>	<p align="center"> _____ _____ _____ _____ _____ _____ </p>	<ol style="list-style-type: none"> 1. Assesses and responds to needs related to one's job responsibilities. 2. Works with staff and community in developing a data base on needs and resources. 3. Focuses one's area of responsibility towards accomplishing the district's vision and goals. 4. Uses appropriate information systems and records required for attainment of district/program goals and overall improvement efforts. 5. Conceptualizes, attracts support for, and tries out innovative projects/programs/ideas. 	
<p align="center">III. INSTRUCTIONAL MANAGEMENT</p>	<p align="center"> _____ _____ _____ _____ _____ _____ </p>	<ol style="list-style-type: none"> 1. Promotes and supports efforts to help each child develop a sense of self-worth. 2. Uses evidence of program outcomes for corrective action and improvement, as well as recognition of success. 3. Monitors the guidance program to ensure that program activities are keyed to producing desired out-comes. 4. Evaluates and recommends improvement in the purpose, design, materials, and implementation of support programs. 5. Assists staff by providing appropriate time, resources, and materials to support the accomplishment of program goals. 	
<p align="center">IV. PERSONNEL MANAGEMENT</p>	<p align="center"> _____ _____ _____ _____ _____ _____ </p>	<ol style="list-style-type: none"> 1. Prepares, reviews, and revises job descriptions as necessary. 2. Uses developmental supervision effectively and conducts formative and summative evaluation conferences. 3. Recognizes exemplary performance. 4. Develops training options and/or improvement plans to ensure the best operation of one's area of responsibility. 5. Encourages personal and professional growth and leadership among the staff through jointly developed growth plans. 6. Secures consultants, specialists, materials, and other resources to assist in meeting program goals. 	

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V. ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	_____ _____ _____ _____ _____ _____	<ol style="list-style-type: none"> 1. Obtain broad-based input for the identification, review and analysis of needs. 2. Schedules activities effectively and within available resources to accomplish goals. 3. Demonstrates responsible fiscal control over assigned budgets. 4. Monitors the policies established by federal and state law, State Board of Education rule, and the local board policy in the area(s) supervised. 5. Reports to one’s supervisor on the status of performance and outcomes related to one’s responsibilities. 	
VI. STUDENT MANAGEMENT	_____	<ol style="list-style-type: none"> 1. Supports the district’s student management policies and expected student behavior related to programs. 	
VII. PROFESSIONAL GROWTH AND DEVELOPMENT	_____ _____ _____ _____	<ol style="list-style-type: none"> 1. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators; is a role model for all district staff. 2. Takes the initiative to develop professional skills appropriate to job assignments. 3. Provides leadership by disseminating ideas and information to other professionals and staff. 4. Takes initiative in the performance of job assignments. 	
VIII. SCHOOL/ COMMUNITY	_____ _____ _____	<ol style="list-style-type: none"> 1. Encourages two-way communication between the school and the community. 2. Demonstrates an awareness of school-community needs and promotes activities to meet those identified needs. 3. Demonstrates the use of appropriate and effective techniques for community and parent involvement when possible. 	

ADMINISTRATOR'S COMMENTS – May include statements as to disagreement with any of the criterion ratings.

Recommendation of Evaluator: _____ **Renewal and/or Extension of Contract**
 _____ **Non-renewal of Contract**
 _____ **Termination of Contract**
 _____ **Non-extension of Contract**

I have read and received a copy of this evaluation. This instrument has been reviewed by me.

Administrator's Signature

Date

Evaluator's Signature

Date