

# The School District of DeSoto County



## District Administrator Evaluation Model

Spring 2025



### District Administrator Evaluation

<b>Administrator Name</b>		<b>School Year</b>	
<b>Department</b>		<b>Evaluator</b>	

PERFORMANCE STANDARDS		Rating	Weight	Points
<b>1</b>	<b>Professional and Ethical Norms</b> Effective leaders act ethically and according to professional norms to promote the organization's success.		<b>2.5</b>	
<b>2</b>	<b>Strategic Vision and Mission</b> Effective leaders collaborate with stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote organizational success.		<b>2.5</b>	
<b>3</b>	<b>Resource Management and Operational Efficiency</b> The district leader implements systematic processes to effectively manage fiscal and technological resources, ensuring optimal efficiency and support for schools, staff, and district operations.		<b>2.5</b>	
<b>4</b>	<b>Organizational Culture and Climate</b> The administrator fosters the department's success by cultivating, advocating for, and sustaining a positive, collaborative, and supportive work environment that promotes excellence, engagement, and safety for all stakeholders.		<b>2.5</b>	
<b>5</b>	<b>Human Resources Leadership</b> The administrator provides human resources leadership by selecting, inducting, supporting, evaluating, and retaining quality and certified personnel.		<b>2.5</b>	
<b>6</b>	<b>Communication and Community Relations</b> The district leader demonstrates transparency, effective communication, and professional growth while earning recognition as a trusted leader. They foster confidence among stakeholders, ensuring decisions prioritize the district's best interests and promote a safe and inclusive environment.		<b>2.5</b>	
<b>7</b>	<b>Progress on Department Goals</b> The district leader demonstrates measurable progress or achievement on SMART goals aligned with department priorities.		<b>10</b>	
<b>Total Evaluation Score</b>				

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_  
 Date: \_\_\_\_\_

Final Evaluation	Total Evaluation Score
Highly Effective	90-100
Effective	70-89
Needs Improvement	50-69
Unsatisfactory	25-49



**PERFORMANCE RATINGS FOR STANDARDS 1-6**

<b>Ineffective (1)</b>	<b>Approaching Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>
The expectation is consistently not met or disregarded.	The leader makes attempts to meet the standard but is inconsistent.	The leader consistently meets the standard.	The leader exceeds the standard and is a role model for the district.

**STANDARD 1 - Professional and Ethical Norms:** Effective leaders act ethically and according to professional norms to promote the organization's success.

- 1.1 Creates a culture of respect, understanding, sensitivity, and appreciation for staff and other stakeholders and models these attributes daily.
- 1.2 Works within legal, ethical, and professional guidelines to improve student learning and to meet school, division, state, and federal requirements.
- 1.3 Maintains a professional appearance and demeanor in accordance with school board policy and district expectations.
- 1.4 Models professional behavior to staff and other stakeholders.
- 1.5 Maintains confidentiality.
- 1.6 Maintains a positive, forthright, and respectful attitude.
- 1.7 Provides leadership in sharing ideas and information with staff and other professionals.
- 1.8 Works collegially and collaboratively with other administrators, school personnel, and other stakeholders to promote, support, and enhance the school district's vision, mission, and goals.
- 1.9 Engages in personal and professional development that positively impacts school effectiveness.
- 1.10 Remains current with research on federal, state, and local information, trends, and practices and maintains a high level of technical and professional knowledge.
- 1.11 Holds self and others accountable to the provisions in the DeSoto County School District Employee Handbook and state, local school, and governing board policies.



**STANDARD 2 - Strategic Vision and Mission:** Effective leaders collaborate with stakeholders to develop, communicate, and enact a shared vision, mission, and core values to promote organizational success.

- 2.1 Leads the collaborative development and implementation of a compelling shared vision for improvement.
- 2.2 Work collaboratively with staff and other stakeholders to develop a mission and programs consistent with the district's strategic plan.
- 2.3 Ensures strategies and initiatives align with the shared vision and mission.
- 2.4 Integrates core values into decision-making, policies, and daily practices.
- 2.5 Regularly reviews the vision, mission, and core values with stakeholders to ensure relevance.
- 2.6 Adjusts the focus based on feedback and evolving needs while aligning with core values.
- 2.7 Inspires commitment to the shared vision and mission through leadership actions and communication.
- 2.8 Recognizes and celebrates contributions that support the vision and values.

**STANDARD 3 - Resource Management and Operational Efficiency:** The district leader implements systematic processes to effectively manage fiscal and technological resources, ensuring optimal efficiency and support for schools, staff, and district operations.

- 3.1 Develops and maintains transparent budgeting processes that prioritize strategic goals and operational needs.
- 3.2 Regularly reviews expenditures to ensure alignment with district priorities and efficient resource utilization.
- 3.3 Implements and maintains technology systems that enhance operational efficiency and support.
- 3.4 Establishes and enforces clear policies and procedures for managing resources.
- 3.5 Uses data and analytics to inform resource allocation and decision-making.
- 3.6 Monitors and evaluates systems regularly to identify areas for improvement.
- 3.7 Ensures that all resource management decisions support the district's strategic plan and long-term objectives.
- 3.8 Allocates resources strategically to address immediate needs while focusing on future growth.
- 3.9 Identifies and mitigates potential risks related to fiscal and technological resources.
- 3.10 Ensures all resource management practices comply with legal, regulatory, and ethical standards.
- 3.11 Establishes metrics to measure the effectiveness of resource allocation and operational systems.
- 3.12 Uses feedback from schools and staff to refine resource management practices.



**STANDARD 4 - Organizational Culture and Climate:** The administrator fosters the department's success by cultivating, advocating for, and sustaining a positive, collaborative, and supportive work environment that promotes excellence, engagement, and safety for all stakeholders.

- 4.1 Establishes and models a culture of respect, inclusion, and professionalism.
- 4.2 Promotes a welcoming and supportive atmosphere that values all team members.
- 4.3 Recognizes and celebrates individual and team achievements to foster morale.
- 4.4 Encourages open communication and collaborative decision-making among staff.
- 4.5 Facilitates regular opportunities for team-building and cross-departmental collaboration.
- 4.6 Resolves conflicts constructively, ensuring a healthy and productive work environment.
- 4.7 Provides opportunities for staff to contribute ideas and participate in shaping departmental goals.
- 4.8 Supports leadership development by empowering staff to take initiative and own their work.
- 4.9 Ensures equitable involvement of all stakeholders in departmental activities and decision-making processes.
- 4.10 Uses data to identify trends and address areas for improvement in culture and climate.



**STANDARD 5 - Human Resources Leadership:** The administrator provides human resources leadership by selecting, inducting, supporting, evaluating, and retaining quality and certified personnel.

- 5.1 Develops and implements effective recruitment strategies to attract qualified personnel.
- 5.2 Ensures hiring practices align with organizational goals, diversity, equity, and inclusion standards.
- 5.3 Utilizes data and feedback to refine recruitment and selection processes.
- 5.4 Designs and oversees comprehensive onboarding programs to orient new hires to the organization's mission, culture, and expectations.
- 5.5 Provides clear guidance on new employees' roles, responsibilities, and available resources.
- 5.6 Monitors and supports the successful integration of new personnel into the team.
- 5.7 Provides ongoing professional development opportunities to build employee capacity and improve performance.
- 5.8 Sets and communicates high expectations for professional performance and accountability.
- 5.9 Provides feedback, resources, and support to help staff meet performance standards.
- 5.10 Provides resources and training to address staff well-being and work-life balance.
- 5.11 Monitors and addresses factors that may affect workplace safety and satisfaction.
- 5.12 Implements fair and consistent evaluation processes to assess employee performance.
- 5.13 Provides constructive feedback and actionable recommendations for improvement.
- 5.14 Ensures all human resource processes comply with legal, regulatory, and ethical standards.
- 5.15 Addresses personnel concerns and grievances promptly and effectively.



**STANDARD 6 - Communication and Community Relations:** The district leader demonstrates transparency, effective communication, and professional growth while earning recognition as a trusted leader. They foster confidence among stakeholders, ensuring decisions prioritize the district's best interests and promote a safe and inclusive environment.

- 6.1 Provides clear, timely, and consistent updates to all stakeholders regarding department decisions, policies, and initiatives.
- 6.2 Regularly gathers feedback from staff to assess and enhance the work environment.
- 6.3 Shares relevant data and information openly, ensuring stakeholders understand the rationale behind decisions.
- 6.4 Actively listens to and addresses concerns from stakeholders, fostering trust and accountability.
- 6.5 Demonstrates proficiency in both written and verbal communication, ensuring accessibility for all.
- 6.6 Establishes credibility by following through on commitments and being consistent in actions.



<b>*PERFORMANCE RATINGS FOR STANDARD 7</b>			
<b>Ineffective (1)</b>	<b>Approaching Effective (2)</b>	<b>Effective (3)</b>	<b>Highly Effective (4)</b>
Fails to achieve SMART goal or demonstrate measurable progress on department priorities.	Meets the SMART goal but shows limited measurable progress on department priorities.	Achieves the SMART goal and demonstrates measurable progress on department priorities.	Exceeds expectations by achieving or surpassing SMART goal, demonstrating significant measurable progress on department priorities.

\*Pre-determined quantifiable benchmarks may also be used to determine rating of SMART goal.

**STANDARD 7 - Progress on Department Goals:** The district leader demonstrates measurable progress or achievement on SMART goals aligned with department priorities.

- 7.1 Goal(s) is aligned with district priorities and demonstrate a clear contribution to the district's vision.
- 7.2 Percentage of department SMART goals achieved on time and within scope.
- 7.3 Efficient use and allocation of resources to meet department goals.
- 7.4 Satisfaction level of internal and external stakeholders regarding the department's progress and outcomes.
- 7.5 Effectiveness in motivating and developing team members to support the achievement of department goals.
- 7.6 Demonstration of proactive adjustments and improvements to goals and strategies based on lessons learned.
- 7.7 Comparison of actual performance outcomes against predefined benchmarks for SMART goals.
- 7.8 Utilization of data to monitor progress and adjust strategies as necessary.
- 7.9 Regular communication and involvement of key stakeholders in the goal-setting and progress-monitoring processes.
- 7.10 Timeliness and quality of the action plans developed to achieve department goals.



## GOAL Worksheet

<b>Administrator Name</b>		<b>School Year</b>	
<b>Department</b>		<b>Evaluator</b>	

### **SPECIFIC**

What is your goal?

### **MEASURABLE**

How will you keep track of your progress?

### **ATTAINABLE**

How will you achieve your goal?  
Make a plan!

### **RELEVANT**

How will this goal help you?

### **TIMELY**

When will you achieve this goal?

**SMART GOAL**, based on department priority.

**Professional Learning GOAL**

**Personal GOAL**



# The School District of DeSoto County | District Administrator