

North Kitsap School District
Classified Administrator's Comprehensive Summative Scoring Document

Name: _____ Position: _____

Building: _____ School Year: _____

Evaluator: _____ Date: _____

	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Effective Leadership: Leadership capacity is developed at all levels of the organization, with active modeling and engagement from administrators throughout the system. Roles and responsibilities are aligned to the goals of the district to ensure achievement of the District's mission.	1	2	3	4
1.1 Focus on Effective Management of the Staff: Leadership develops and sustains a commitment to the district's values, vision, and goals for their staff.				
1.2 Dynamic and Distributed Leadership: Leadership capacity is developed at all levels of the organization, with active modeling and engagement from administrators throughout the system. Roles and responsibilities are aligned to the goals of the district with clear communication of expectations.				
1.3 Sustained Improvement Efforts: As they keep a relentless focus on the district values, vision, and goals, leaders monitor, assess, celebrate, and adjust for continuous improvement at the district and department level and at each school.				
Criterion Score 				0

Criterion 2: Quality Support of District Policies and Practices: The Classified Administrator ensures the consistent and equal implementation of the district policies and practices for all staff.	1	2	3	4
2.1 Quality Communication: Communicates, guides, supports, and monitors clearly defined effective instruction of the districts policies and practices at multiple levels of the organization.				
2.2 Knowledge and Understanding of District's Policies and Practices: Comprehensive understanding of district policies, collective bargaining agreements and district practices as it relates to their position.				
2.3 Coordinated and Job-Embedded Professional Development: The continuous improvement of practice is expected, supported, and monitored through ongoing, job-embedded professional development.				
Criterion Score 				0

Name: _____ Date: _____	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: System Wide Improvement: The Classified Administrator provides leadership, coordination, support, and resources creating coherent, system-wide improvement efforts that result in high standards for the District.	1	2	3	4
3.1 Effective Use of Data: Gathers and integrates the use of data to drive decision making when appropriate.				
3.2 Strategic Allocation of Resources: The overall needs of the district drive a coordinated, flexible, and aligned resource allocation model.				
3.3 Policy and Program Coherence: Policies and procedures enable clear understanding of expectations for employees. Communication concerning policies and practices are clear, coordinated and aligned with this goal.				
Criterion Score 				0

Criterion 4: Clear and Collaborate Relationships: The Classified Administrator fosters staff and community engagement that promotes and supports districts mission.	1	2	3	4
4.1 Professional Culture and Collaborative Relationships: Relationships with staff at all levels are characterized by trust and developed through intentional structures and processes that support collaboration.				
4.2 Clear Understanding of District and School Roles and Responsibilities: Acts and recognizes mutually reinforcing roles of central office staff and school staff to benefit all. Balances centralized authority and department/school autonomy to advance relationships.				
4.3 Engaging the Community: Families and community partners are engaged in district efforts to improve learning for all students. Interactions with community members are professional, welcoming and respectful.				
Criterion Score 				0

Scoring

Leadership Criteria	Overall Criterion Scores (1, 2, 3, or 4)
Criterion 1: Effective Leadership: Leadership capacity is developed at all levels of the organization, with active modeling and engagement from administrators throughout the system. Roles and responsibilities are aligned to the goals of the district to ensure achievement of the District's mission.	0
Criterion 2: Quality Support of District Policies and Practices: The Classified Administrator ensures the consistent and equal implementation of the district policies and practices for all staff.	0
Criterion 3: System Wide Improvement: The Classified Administrator provides leadership, coordination, support, and resources creating coherent, system-wide improvement efforts that result in high standards for the District.	0
Criterion 4: Clear and Collaborate Relationships: The Classified Administrator fosters staff and community engagement that promotes and supports districts mission.	0
Summative Leadership Criteria Score:	0

Summative Rating	Unsatisfactory	Basic	Proficient	Distinguished
	4-7	8-10	11-14	15-16

Evaluator Comments:

Both signatures required. Signing of this instrument acknowledges participation in but not necessarily concurrence with the evaluation. (Attach comments if desired.)

Evaluator Signature:_____ **Date:** _____

Employee Signature:_____ **Date:** _____