

**ADMINISTRATOR EVALUATIONS**

At the mutual request of the employee and supervisor the administrator to whom the supervisor reports may participate in the evaluation conference. Statements in each of the Criteria Categories sections of the evaluation report are to be developed with reference to the specific criteria (see attached *Evaluation Criteria--Administrators and Supervisors*) which apply to the employee's assignment.

One (1) copy of the Evaluation Report shall be retained by the employee, one (1) copy retained by the supervisor and one (1) copy forwarded by the supervisor to the Human Resources office for placement in the employee's files.

If the employee is dissatisfied with the completed Evaluation Report, the employee shall have the right to a conference involving the evaluator and the evaluator's supervisor. The decisions of the evaluator's supervisor will determine the final content of the Evaluation Report. The employee will have the right to submit a written statement detailing any exceptions the employee may have to the final content of the Evaluation Report, which statement will be attached to the personnel file copy of the Evaluation Report.



*PROCEDURE ESTABLISHED*      *August 14, 1995*  
*RENUMBERED*                      *May 12, 2003*

**OLYMPIA SCHOOL DISTRICT 111**

**ADMINISTRATOR EVALUATION REPORT**

This form is intended to serve as a model for the preparation of Administrator Evaluation Reports. It is expected that individual reports will be typed following this format.

**NAME** \_\_\_\_\_ **TYPE OF EVALUATION** \_\_\_\_\_ Annual  
\_\_\_\_\_ Other

**ASSIGNMENT** \_\_\_\_\_

**SECTION I PERFORMANCE EVALUATION IN RELATION TO EVALUATION CRITERIA  
ADMINISTRATORS AND SUPERVISORS**

- A) Leadership: *(The evaluator's comments are to be typed in this space. The evaluator is to prepare his comments with reference to those specific criteria, which apply to the administrator's assignment; see attached Evaluation Criteria--Administrators and Supervisors. This procedure is to be followed in each category of this section.)*
- B) Administration and Management:
- C) School Finance:
- D) Professional Preparation and Scholarship:
- E) Effort Toward Improvement When Needed:
- F) Interest in Pupils, Employees, Patrons and Subjects Taught in School:
- G) Evaluation of Personnel:

**SECTION II EVALUATION OF PROJECTS OF EMPHASIS**

- A) *(Brief statement of project, underlined, followed by evaluation comments.)*
- B)
- C)
- Etc.

**SECTION III ADDITIONAL COMMENTS AND REMARKS**

(Include in this section any additional appropriate comments not included in Sections I and II.)

Date: \_\_\_\_\_ Evaluator's Signature: \_\_\_\_\_

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

**EVALUATION CRITERIA – ADMINISTRATORS AND SUPERVISORS**

As related to the employee's assignment, the following criteria shall be used in the evaluation of administrative and supervisory employees:

**A) LEADERSHIP**

Applies knowledge and skills of supervision to programs and personnel and demonstrates the ability to inspire subordinates to grow and develop in a way that reflects acceptance of his/her leadership.

- Assumes responsibility for instructional program; encourages initiative and creativity in program improvement.
- Establishes procedure to provide appropriate staff involvement in program decisions.
- Cooperates with other administrators in establishing and implementing programs and goals.
- Assists teachers in providing for individual needs and abilities of students.
- Shares knowledge of desirable educational practices with subordinates.

**B) ADMINISTRATION AND MANAGEMENT**

Demonstrates responsibility in establishing an effective communication environment which reflects openness, honesty and a high degree of mutual respect, both personal and professional.

- Provides for prompt and courteous response to visitors, correspondents and telephone calls.
- Develops timely communications which enhances the understanding of the intended audience.
- Implements orderly procedures to facilitate communication within the building or department.
- Provides avenues to receive feedback.
- Submits reports as required.
- Supports District goals when dealing with the public.
- Conducts effective staff meetings.

Demonstrates the ability to make a decision or form an opinion objectively.

- Develops appropriate objectives.
- Completes objectives assigned by supervisors.
- Completes self-selected objectives.
- Establishes a self-monitoring system for objective achievement.

Demonstrates an interest in contributing to the accomplishment of District objectives beyond those directly related to his/her administrative unit.

- Accepts and follows through on specific District assignments.
- Contributes insights and perceptions which are helpful in the achievement of District-wide goals.

Demonstrates support for other District administrative units.

**C) SCHOOL FINANCE**

Takes initiative to provide staff members with an understanding of the budget process and, when practical, utilizes staff members and school councils to help establish budget priorities.

Demonstrates effective utilization and control of physical and financial resources.

- Utilizes building/department personnel to maintain facility in good condition.
- Communicates clearly with other District departments about building needs that cannot be met by assigned personnel.
- Makes budgetary decisions on the basis of educational/department needs and available resources.
- Makes budgetary decisions that support achievement of District goals.
- Monitors building or department spending within established budgetary levels.
- Seeks means of achieving goals in a cost-effective manner.

**D) PROFESSIONAL PREPARATION AND SCHOLARSHIP**

Demonstrates a desire for continual growth of competencies.

- Monitors his/her own performance; solicits feedback from others.
- Formulates and achieves appropriate personal goals for professional improvement.
- Seeks to become involved in meaningful professional growth activities.

**E) EFFORT TOWARD IMPROVEMENT WHEN NEEDED**

Responds to constructive suggestions.

Adjusts to change and implements new strategies when appropriate.

Seeks advice and assistance when appropriate.

**F) INTEREST IN PUPILS, EMPLOYEES, PATRONS AND SUBJECTS TAUGHT IN SCHOOLS**

Conducts self in a mature, self-confident and friendly way in personal relationships in a manner that contributes positively to the image of the District.

- Promotes students' and faculty's feelings of personal worth.
- Deals constructively with interpersonal problems.
- Promotes high staff morale and commitment to professional competence.
- Respects individual judgment and diversity of opinion.
- Contributes to the maintenance of discipline by open communication among parents, staff and students.
- Supports and effectively interprets building and District programs and policies to others.
- Cooperates with parent/community organizations.
- Plans use of available District/community resources to support student and/or program needs.

**G) EVALUATION OF PERSONNEL**

Knowledge of, experience in, and training in recognizing good professional performance, capabilities and development.

- Attends and participates in available courses and inservice training relating to the evaluation of personnel.
- Demonstrates good judgment in selecting and assigning personnel to maximize their effectiveness.

Ability and performance in the evaluation of personnel.

- Utilizes appraisal practices that provide employees with a clear understanding of performance expectations.
- Spends an appropriate amount of time and effort observing the performance of staff members.
- Bases staff evaluations on professionally-gathered data.
- Demonstrates skill in communicating evaluation information to staff members in a manner which inspires positive reaction and improvement.
- Develops appropriate programs to assist subordinates to overcome observed deficiencies.
- Follows established procedures and timelines in completing required staff evaluations.
- Recommends appropriate probation and termination action when necessary.

