

**CORVALLIS SCHOOL DISTRICT #1**  
**EVALUATION OF ADMINISTRATIVE STAFF**

**OVERVIEW**

The Corvallis School District, in order to recognize and evaluate administrative performance, has developed an Administrator Evaluation Form. The evaluation form is designed to provide a basis for and focus on the evaluation process.

**COMPONENTS**

The Administrator Evaluation shall involve the use of the attached administrator evaluation form.

This form will be used to make an overall assessment and appraisal of the administrator's performance.

The categories of evaluation are Instructional Leadership, Interpersonal Skills, Administrative Skills, School Plant Management and Professional Behavior and Knowledge. Various criteria are set forth under each category of evaluation. An administrator is expected to perform in a satisfactory manner with respect to each and every criteria. Nonrenewal of contract may (not mandatory) occur as a result of performance that is less than satisfactory.

The Superintendent shall determine whether the administrator's immediate supervisor or the Superintendent shall complete the Administrator Evaluation Form. The Administrator Evaluation Form may be completed based on input from direct observations and information gathered from all other available sources deemed desirable (e.g. students, staff, parents, community members). All Administrator Evaluation Forms will be completed by April 15 of each year if a non-renewal of the administrator's contract is a consideration.

## **ADMINISTRATOR EVALUATION FORM**

1. This evaluation instrument shall be utilized in the appraisal of administrative personnel. It is intended to provide the evaluator with sufficient latitude for the evaluation of the several categories of administrators.
2. This instrument shall be used for the yearly appraisal of all administrative personnel and must be completed prior to any recommendation for non-renewal of the administrator's contract.
3. This evaluation should be signed by the evaluatee who shall have a copy.
4. The original evaluation shall remain in the evaluatee's personnel folder at the District Office.

### **RATING CRITERIA FOR EVALUATION FORM**

Choose a rating for all items listed on the following pages on the basis of your observations and contacts as follows: Choose a rating based on the applicable factors; some factors may not be applicable to a particular criteria and not all factors need be satisfied to apply the particular rating; choose the rating such that the applicable factors, in general, most closely describe the administrator's performance.

#### **RATING**

#### **FACTORS**

- |  |   |
|--|---|
| 3. Satisfactory Compliance with District Performance Standards | <ul style="list-style-type: none"> <li>(a) Performance is adequate for the requirement of the position</li> <li>(b) Meets the expectations of the job</li> <li>(c) Self-motivation adequate to accomplish assigned tasks</li> <li>(d) Works adequately under pressure</li> <li>(e) Adequately makes decisions required of the job</li> <li>(f) Generates output of acceptable quality</li> </ul>  |
| 2. Needs Improvement to Meet District Standards                | <ul style="list-style-type: none"> <li>(a) Performance is not always of the quality expected of the position</li> <li>(b) Occasionally falls short of job expectations</li> <li>(c) Occasionally lacks motivation to complete difficult job requirements</li> <li>(d) Does not always function adequately under pressure</li> <li>(e) Displays occasional reticence to make decisions that would improve performance of staff or students</li> <li>(f) Occasionally generates output of less than satisfactory quality</li> </ul> |

1. Unsatisfactory Does Not Meet  
District Performance Standards

- (a) Performance is definitely inadequate for the position
- (b) Frequently falls short of job expectations
- (c) Lacks self-motivation
- (d) Frequently displays distress under pressure
- (e) Frequently avoids making decisions and carrying out activities involving risk or controversy
- (f) Frequently generates output of inferior quality

N/A. Not Applicable

--- Cases where information is not available or question does not apply

NOTES: An explanatory comment must be provided for each “unsatisfactory”, and “needs improvement” rating in any criteria.

An explanatory comment section is available in each category and may be used regardless of the rating given for the various criteria within that category.

**ADMINISTRATOR EVALUATION FORM**  
**PRINCIPAL**

Administrator's Name:

School:

Evaluator:

Date:

Place the number (and appropriate letter if required) corresponding to your choice of rating in the blank to the right of each criteria below.

3 – Satisfactory Compliance with District Performance Standards

2 – Needs Improvement to Meet District Performance Standards

1 – Unsatisfactory – Does not meet District Performance Standards

N/A -- Not Applicable. Information is not available or question does not apply

**CATEGORY I – INSTRUCTIONAL LEADERSHIP**

Criteria

- A. Demonstrates knowledge of curriculum issues. \_\_\_\_\_
- B. Implements curriculum of District. \_\_\_\_\_
- C. Evaluates staff in systematic and fair way. \_\_\_\_\_
- D. Assists in a program for development and improvement. \_\_\_\_\_
- E. Provides leadership in maintaining appropriate learning climate (e.g., effective discipline, physical plant). \_\_\_\_\_
- F. Demonstrates an ability to effect desirable instructional changes. \_\_\_\_\_

COMMENTS:

**CATEGORY II – INTERPERSONAL SKILLS**

Criteria

- A. Communicates effectively with students. \_\_\_\_\_
- B. Communicates effectively with parents. \_\_\_\_\_
- C. Communicates effectively with staff. \_\_\_\_\_
- D. Communicates effectively with district personnel. \_\_\_\_\_
- E. Communicates effectively with community. \_\_\_\_\_
- F. Listens to and respects opinions and views of others. \_\_\_\_\_

COMMENTS:

CATEGORY III – ADMINISTRATIVE SKILLSCriteria

- A. Organization: delineates responsibilities, establishes direct lines of communication, schedules teachers efficiently, adequately supervises non-teaching personnel. \_\_\_\_\_
- B. Decision Making: is professional in working with staff and when appropriate involves them in making decisions. \_\_\_\_\_
- C. Problem Solving: develops strategies and techniques to meet the needs of the entire school situation, is able to effect desirable changes. \_\_\_\_\_
- D. Adaptability: coordinates and supervises personnel and activities, adapts to unusual situations effectively and creatively. \_\_\_\_\_
- E. Morale: develops and maintains positive school climate and staff cohesiveness. \_\_\_\_\_
- F. Leadership: is willing to make decisions when appropriate and accept responsibility therefore. \_\_\_\_\_
- G. Judgment: uses logical and reasonable thought processes. \_\_\_\_\_

COMMENTS:

CATEGORY IV – SCHOOL PLANT MANAGEMENTCriteria

- A. Maintains accurate financial records, administers budget allocations, provides administrative information on budget as needed. \_\_\_\_\_
- B. Supervises, with Maintenance Director, facility maintenance, safety and cleanliness. \_\_\_\_\_
- C. Provides organization, coordination and supervision of supportive services and personnel. \_\_\_\_\_
- D. Assigns, with Maintenance Director, space and materials, and utilizes time efficiently. \_\_\_\_\_
- E. Provides adequate advance planning relating to school resources. \_\_\_\_\_

COMMENTS:

CATEGORY V – PROFESSIONAL BEHAVIOR AND KNOWLEDGE

Criteria

- A. Follows rules and regulations of the Corvallis School Board of Trustees, Montana Codes Annotated (MCA) and Office of Public Instruction rules and regulations. \_\_\_\_\_
- B. Continues professional study: is current with professional literature, current methods and trends. \_\_\_\_\_
- C. Shows effort and enthusiasm in the quantity and quality of work accomplished. \_\_\_\_\_
- D. Assumes additional administrative responsibilities willingly. \_\_\_\_\_
- E. Delegates responsibilities and projects effectively. \_\_\_\_\_

COMMENTS:

**RECOMMENDATIONS** to improve performance in areas where performance is satisfactory or better.

**RECOMMENDATIONS** to improve performance where performance needs improvement or is unsatisfactory.

**SIGNED:** \_\_\_\_\_ **EVALUATOR, DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **EMPLOYEE, DATE** \_\_\_\_\_

**I have read and received a copy of this evaluation report and acknowledge that I have the right to attach a written response to this report within five (5) days.**

Policy History:

Adopted on: 11-10-09

Effective Date: 11-10-09