Evaluation of Performance
Administrative & Supervisory

Criteria for Evaluating Administrator Performance

1. Organizational Skills - (Management Skills -- MSDE)
   • Shows evidence of effectiveness in planning, organizing, implementing, and evaluating his/her job related activities
   • Develops and refines with stakeholders the overall measurable objectives and the short-term and long-range plans for the program, including system goals and objectives
   • Identifies and manages resources effectively
   • Delegates management duties effectively, related to fiscal operations, personnel, program materials and supplies, program facilities, and equipment
   • Keeps records within established guidelines for the areas supervised
   • Meets time lines for required reports and other requested information
   • Shows evidence of collaboration
   • Others as determined by the evaluator

2. Communications skills (Management Skills & Interpersonal Relations - MSDE)
   • Communicates system goals and objectives
   • Articulates school improvement/program and initiatives/vision
   • Uses communication skills to resolve conflict with and among students, staff, co-workers, and parents
   • Routinely communicates day to day expectations to all staff in order to maintain efficient operations
   • Provides regular feedback to staff on job-related issues and functions
   • Others as determined by the evaluator

3. Human Relations Skills - (Interpersonal Skills - MSDE)
   • Involves all staff and all segments of the community in planning and decision making
   • Effects positive change through clear communication with all students, parents, co-workers, and staff
   • Demonstrates leadership and respect in working collaboratively with all segments of the school community regarding multi-cultural issues
   • Evidences integrity and understands the established conventions of the school and community (Professional Ethics - MSDE)
   • Performs effectively and maintains self control in situations of conflict
   • Creates a positive climate for stakeholders
   • Others as determined by the evaluator

4. Job Related Skills
   A. School Based Personnel
      1. Instruction (Instructional Skills - MSDE)
         • Selects, supervises and evaluates staff to improve delivery of instruction and/or services for all students
         • Monitors and supervises classroom instruction on a regular basis through high visibility and regularly scheduled meetings
         • Provides for staff leadership, development, and training
         • Demonstrates knowledge of national, state, and county curricula, efforts and trends in education
         • Fosters a climate that promotes student learning
         • Provides feedback for instructional growth
         • Offers accelerated and enrichment activities for all students
         • Addresses and plans programs to assure a high level of achievement and participation for all students, regardless of race or gender
         • Promotes the use of higher order thinking skills
         • Others as determined by the evaluator
      2. Discipline (Management Skills - MSDE)
         • Provides a safe and orderly environment
         • Develops, communicates, and implements a plan to insure a safe and orderly environment
         • Others as determined by the evaluator
B. Non-School Based Personnel and Itinerants
   ▪ Performs at a high level of competency and efficiency
   ▪ Possesses the necessary technical job skills
   ▪ Maintains high visibility in the system
   ▪ Supports the functioning and efforts of the schools
   ▪ Shows initiative in performing tasks and creating solutions
   ▪ Provides for staff leadership, development and training of personnel supervised
   ▪ Selects, supervises and evaluates staff to improve the delivery of services (where applicable)
   ▪ Uses good judgment in making decisions
   ▪ Keeps students as the central focus of all decisions
   ▪ Maintains a positive attitude toward work tasks
   ▪ Others as determined by the evaluator

5. Professional Growth and Development (Scholarship - MSDE)
   • Keeps current in the field and shares information with colleagues
   • Holds membership(s) and participates in professional organizations
   • Maintains a written personal plan for professional growth
   • Others as determined by the evaluator

6. Accountability (Instructional Effectiveness, Management Skills, & Interpersonal Relations - MSDE)
   A. School Based Personnel
      ▪ Improves test scores for all disaggregated groups
      ▪ Improves attendance
        • Staff and student patterns
      ▪ Maintains a positive climate
        • Staff, student, and community
      ▪ Improves the instructional program
        • Sets and meets targets
      ▪ Improves student participation in extracurricular activities and competitions
      ▪ Utilizes technology personally and promotes utilization by students and staff
      ▪ Improves the condition of building
        • Sets and meets targets
        • Food service audit
        • Building/grounds inspections
      ▪ Improves community involvement
        • Parent groups, community involvement, county parent advisory committee and school function attendance
        • Provide opportunities for staff and parents
      ▪ Maintains business partnerships
      ▪ Utilizes data from the school improvement plan for decision making
      ▪ Meets annual objectives
      ▪ Others as determined by the evaluator

   B. Non-School Based Personnel and Itinerants
      ▪ Completes assignments/work orders efficiently and on time
      ▪ Improves attendance patterns of personnel supervised
      ▪ Maintains a positive climate
        • Staff input
      ▪ Offers support to the schools
        • Principal, Deputy Superintendent input
      ▪ Improves the quality of the service provided
        • Sets and meets targets
      ▪ Utilizes stakeholder involvement
      ▪ Utilizes technology personally and promotes utilization by staff (where applicable)
      ▪ Meets annual objectives
      ▪ Others as determined by the evaluator