

Administrator _____ **Department** _____

Position _____ **Years in Position** _____

Evaluator _____

Evaluation Period _____ **to** _____

Date of Evaluation Conference _____

Domain 1 – Non Student Based Results Profile

Growth Targets on One or More Non-Student Based Quality or Key Performance Indicators

A Key Performance Indicator:

Overall Rating*

___ IE ___ ME ___ E ___ HE

B Key Performance Indicator:

Overall Rating

___ IE ___ ME ___ E ___ HE

C Key Performance Indicator:

Overall Rating

___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 1

___ IE ___ ME ___ E ___ HE

***Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**

Domain 2 – Leadership Profile

A. Mission, Vision, and Goals for District for Organizational Success Factor

- 1. Personal Mission and Vision ___ IE ___ ME ___ E ___ HE
- 2. District Mission and Vision ___ IE ___ ME ___ E ___ HE
- 3. Goals and Expectations ___ IE ___ ME ___ E ___ HE

Overall Rating: Mission, Vision, and Goals for District for Organizational Success Factor ___ IE ___ ME ___ E ___ HE

B. Culture Factor

- 1. Values, Beliefs, Principles, and Diversity ___ IE ___ ME ___ E ___ HE
- 2. Language, Traditions, Celebrations, Guiding Principles and Cultural Norms ___ IE ___ ME ___ E ___ HE

Overall Rating: Culture Factor ___ IE ___ ME ___ E ___ HE

c. Leadership Behavior Factor

- 1. Informed and Current ___ IE ___ ME ___ E ___ HE
- 2. Strategic and Systemic ___ IE ___ ME ___ E ___ HE
- 3. Fair, Legal, Honest, and Ethical ___ IE ___ ME ___ E ___ HE
- 4. Work Habits ___ IE ___ ME ___ E ___ HE

Overall Rating: Culture Factor ___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 2 – Leadership ___ IE ___ ME ___ E ___ HE

*Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)

Domain 3 –Systems Profile

A. Reliable, Aligned, and Consistent Operations Factor

- | | |
|---------------------------------------|----------------------------|
| 1. Laws, Policies, and Regulations | ___ IE ___ ME ___ E ___ HE |
| 2. Processes and Procedures | ___ IE ___ ME ___ E ___ HE |
| 3. Resource Allocation and Management | ___ IE ___ ME ___ E ___ HE |
| 4. Personnel Policies and Practices | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Reliable, Aligned, and Consistent Operations Factor

___ IE ___ ME ___ E ___ HE

B. Efficient and Effective Operations Factor

- | | |
|----------------------------|----------------------------|
| 1. Personnel Evaluation | ___ IE ___ ME ___ E ___ HE |
| 2. Performance Development | ___ IE ___ ME ___ E ___ HE |
| 3. Productivity | ___ IE ___ ME ___ E ___ HE |
| 4. Leadership Development | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Efficient and Effective Operations Factor

___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 3 - Systems

___ IE ___ ME ___ E ___ HE

***Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**

Domain 4 - Processes Profile

A. Community Building Factor

- | | |
|-----------------------------------|----------------------------|
| 1. Internal Stakeholder Relations | ___ IE ___ ME ___ E ___ HE |
| 2. External Stakeholder Relations | ___ IE ___ ME ___ E ___ HE |
| 3. Media Relations | ___ IE ___ ME ___ E ___ HE |
| 4. Communications | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Community Building

___ IE ___ ME ___ E ___ HE

B. Evidence Based Improvement Factor

- | | |
|--|----------------------------|
| 1. Collaborative Inquiry Process | ___ IE ___ ME ___ E ___ HE |
| 2. Systematic Use of Multiple Data Sources | ___ IE ___ ME ___ E ___ HE |
| 3. Data Systems | ___ IE ___ ME ___ E ___ HE |
| 4. Non-Instructional Technology | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Evidence Based Improvement

___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 4 - Processes

___ IE ___ ME ___ E ___ HE

***Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**

Domain 5 – Capacity Profile

A. Reliability

- | | |
|--------------------|----------------------------|
| 1. Dependability | ___ IE ___ ME ___ E ___ HE |
| 2. Work Quality | ___ IE ___ ME ___ E ___ HE |
| 3. Professionalism | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Capacity Factor

___ IE ___ ME ___ E ___ HE

B. Adaptability Factor

- | | |
|--|----------------------------|
| 1. Initiative and Responsiveness to Change | ___ IE ___ ME ___ E ___ HE |
| 2. Creativity and Innovation | ___ IE ___ ME ___ E ___ HE |

Overall Rating for Adaptability Factor

___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 5 - Capacity

___ IE ___ ME ___ E ___ HE

***Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**



Non-Instructional Administrator Evaluation Summative Rating Worksheet

FINAL Rating for Domain 1 (25%)

Example: (0-1.3 = Ineffective; 1.4-2.4 = Minimally Effective, 2.5-3.4 = Effective; 3.5-4.0 = Highly Effective)

___ IE ___ ME ___ E ___ HE

FINAL Rating for Domain 2-5 (75%)

Example: (0-1.3 = Ineffective; 1.4-2.4 = Minimally Effective, 2.5-3.4 = Effective; 3.5-4.0 = Highly Effective)

___ IE ___ ME ___ E ___ HE

Overall Effectiveness Rating (100%)

Example: (0-1.3 = Ineffective; 1.4-2.4 = Minimally Effective, 2.5-3.4 = Effective; 3.5-4.0 = Highly Effective)

___ IE ___ ME ___ E ___ HE

Effectiveness Label

Note: The authors are only recommending these weights for Domain 1 and Domains 2-5. Each district has the opportunity to determine those percentages for the non-instructional administrators.

Additional Comments:

Evaluator Signature: _____

Date: _____

I have reviewed this evaluation with the administrator and goals are attached:

Yes or No

Administrator Signature: _____

Date: _____

The presence of the employee's signature shall indicate that the employee has reviewed the evaluation form. Signature does not necessarily imply agreement with evaluation.

Statement by Employee is Attached:

Yes or No