

# SCHOOL DISTRICT OF TOMAHAWK

## District Administrator's Performance Evaluation

**School Year:** 2013-2014

**Directions:** Board members should assess the District Administrator on the performance indicators within each of the six standard areas contained in this evaluation using the rating scale below. After each standard area there is space available for comments if Board members wish to explain or comment in any given area. A composite rating and all written comments will be shared with the District Administrator as a part of the summative evaluation.

### Rating Scale

**3 – Exemplary Performance:** *Performance by the District Administrator that continually has an impact on students, staff, and programs in the school district in a positive manner. The Board should cite specific examples on the part of the District Administrator that illustrate the exemplary performance.*

**2 – Professional Performance:** *Performance by the District Administrator that consistently meets the standards resulting in quality work in the accomplishment of the job expectations.*

**1 – Performance Requires Improvement:** *Performance by the District Administrator that does not meet the standards. The Board should cite specific examples on the part of the District Administrator that illustrate the need for improvement.*

**N/A (Not Applicable) – Cannot Evaluate:** *The Board does not have enough information to rate performance relative to this standard.*

Policy, Governance, and Board Relations		N/A	1	2	3
A.	The District Administrator oversees the administration of the school district's day-to-day operations.				
B.	The District Administrator prepares and submits to the Board in a timely manner information and recommendations relative to all matters requiring Board action including such information and reports necessary for informed decision-making.				
C.	The District Administrator works with the school board to develop and implement policies that define organizational expectations.				
D.	The District Administrator works with the school board to develop and implement policies that define organizational expectations.				
E.	The District Administrator maintains open lines of communication with the School Board.				
COMMENTS:					

Instructional Leadership		N/A	1	2	3
A.	The District Administrator functions as the primary instructional leader for the district, relying on support from staff as necessary when advising the School Board.				
B.	The District Administrator communicates a clear vision of excellence and continuous improvement consistent with the goals of the school district.				
C.	The District Administrator oversees the alignment, coordination, and delivery of assigned programs and/or curricular areas.				
D.	The District Administrator assesses factors affecting student achievement and serves as an agent of change for needed improvements.				
E.	The District Administrator ensures that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize student learning.				
COMMENTS:					

<b>Planning and Assessment</b>		<b><u>N/A</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>
A.	The District Administrator plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement and foster innovation.				
B.	The District Administrator organizes the collaborative development and implementation of a district strategic plan based on analysis of data from a variety of sources.				
C.	The District Administrator develops plans for effective allocation of fiscal resources.				
D.	The District Administrator develops and maintains an updated maintenance and facilities plan as a part of the district's operations.				
E.	The District Administrator effectively employs various processes for gathering, analyzing, and using data for decision making.				
<b>COMMENTS:</b>					

<b>Organizational Management</b>		<b><u>N/A</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>
A.	The District Administrator demonstrates effective organizational skills to achieve school, community, and district goals.				
B.	The District Administrator provides professional development for all categories of personnel consistent with individual needs, program evaluation results, and school improvement plans.				
C.	The District Administrator actively supports a safe and positive environment for students and staff.				
D.	The District Administrator effectively manages human, material, and financial resources to ensure student learning and to comply with legal mandates.				
E.	The District Administrator efficiently and appropriately prioritizes multiple issues and projects and performs duties in an accurate and timely manner.				
<b>COMMENTS:</b>					

<b>Professionalism and Professional Activities</b>		<b><u>N/A</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>
A.	The District Administrator models professionalism, appropriate ethical standards, and personal integrity in all interactions.				
B.	The District Administrator works in a collegial and collaborative manner with school personnel and the community to promote and support the mission and goals of the District.				
C.	The District Administrator provides service to the profession, the district, and the community.				
D.	The District Administrator participates in local, state, regional, and national professional organizations through active association membership and attendance at meetings and conferences.				
<b>COMMENTS:</b>					

**Comments on Overall Performance:**

**Evaluation Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Summative Results Shared with District Administrator on:**

**Date:** \_\_\_\_\_

**Board President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Administrator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Signature does not necessarily indicate agreement, only that the District Administrator saw this evaluation, received a copy, and discussed the evaluation with the Board of Education.*

**Comments from District Administrator on Summative Evaluation from the Board:**