

Administrator Evaluation Form

As adapted from the Idaho Principal Evaluation Framework (IPEF)

650.00a

Administrator's Name:

Administrator's Assignment:

Location: (Place an X in the box in front of the school)

☐ Acequia Elementary

☐ Heyburn Elementary

☐ Paul Elementary

☐ Rupert Elementary

☐ East Minico Middle

☐ West Minico Middle

☐ Minico

☐ Mt. Harrison

☐ Total Learning Center

☐ Special Services

☐ Federal Programs

☐ District

Instructions: Using the **Idaho Principal Evaluation Framework (IPEF)** Performance Rubric and the key below, check the appropriate box that describes the Administrator's performance. Please use comments to provide the Administrator with a better knowledge of his/her job performance. Comments are required for unsatisfactory and basic performance to ensure that the employee has the opportunity to improve. Administrators are required to complete a self-assessment of their performance using a document similar to this one, which should be discussed in detail. Supervisors of this Administrator should work to provide a fair and effective evaluation.

Key: U....Unsatisfactory B....Basic P....Proficient D....Distinguished

IPEF Domain 1 - School Climate (20%)

		U	B	P	D
1a.	School Culture - Established a safe, collaborative, and supportive culture, ensuring all students are prepared successfully to meet the requirements for tomorrow's careers and life endeavors.				
1b.	Communication - Proactively communicates the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders.				
1c.	Advocacy—Advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement				

Comments: (Type comments in the box below.)

IPEF Domain 2 - Collaborative Leadership (25%)

		U	B	P	D
2a.	Shared Leadership - Fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth				
2b.	Priority Management - Organizes time and delegates responsibilities to balance administrative and managerial, educational, and community leadership priorities.				
2c.	Transparency - Seeks input from stakeholders and takes all perspectives into consideration when making decisions.				
2d.	Leadership Renewal - Strives to improve leadership skills continuously through professional development, self-reflection, and use of input from others.				
2e.	Accountability - Establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.				

Comments: (Type comments in the box below.)

IPEF Domain 3 - Instructional Leadership (25%)

		U	B	P	D
3a.	Innovation - Seeks and implements innovative and effective solutions that comply with general and special education law.				
3b.	Instructional Vision - Ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to learn the subject effectively.				
3c.	High Expectations - Sets high expectations for all students academically, behaviorally, and in all aspects of student well-being.				

3d.	Continuous Improvement of Instruction - Aligns resources (i.e., professional development, allocation of teacher time, budget decisions), policies, and procedures (i.e., school improvement plans, teacher evaluation) toward continuous improvement of instructional practice guided by the instructional vision.				
3e.	Evaluation - Uses teacher and administrator evaluation and other formative feedback and mechanisms to improve teacher and administrator effectiveness continuously.				
3f.	Recruitment and Retention - Recruits and maintains high-quality staff.				
Comments: (Type comments in the box below.)					
Other Considerations:		U	B	P	D
Parent Input (10%)					
Teacher Input (10%)					
Student Achievement (10%)					
OVERALL RATING:		U	B	P	D
NARRATIVE SUMMARY:					
RECOMMENDATION TO THE BOARD OF TRUSTEES:					
<input type="checkbox"/>	Rehire				
<input type="checkbox"/>	Rehire With Plan of Improvement				
<input type="checkbox"/>	Reassign				
<input type="checkbox"/>	Do Not Rehire				
<input type="checkbox"/>	Other				
Superintendent's Signature				Date	
School Administrator's Signature				Date	

I have read this evaluation and met with my supervisor to discuss it. My signature does not necessarily mean I agree with this evaluation. I acknowledge that this evaluation will be put in my personnel file and that I have a right to attach a rebuttal or comments.