

**LONGVIEW INDEPENDENT SCHOOL DISTRICT**

**Administrator Evaluation System**

**Annual Evaluation**

Evalued \_\_\_\_\_ Evaluator \_\_\_\_\_

**Overview of Performance**

**Recommendations**

**Based upon job performance as summarized above, I recommend:**

**Reemployment**

**Non-renewal of Contract**

**Evaluator** \_\_\_\_\_

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

**Evaluee** \_\_\_\_\_

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

(Signature acknowledges receipt of a copy)

**Distribution: #1: Human Resources**

**#2: Evaluee**

**#3: Evaluator**

**LONGVIEW INDEPENDENT SCHOOL DISTRICT**

**Comprehensive Appraisal of Administrators**

**Name:** \_\_\_\_\_ **Campus/Location:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Years of administrative experience in Longview ISD (including current year): \_\_\_\_\_

Directions: Items I through VII below constitute areas of competence for an administrator in the Longview ISD to perform their job successfully. Each area of competence is followed by a series of statements that are indicative of proficient practice in the competency. The evaluator will mark each competency as MEETS or EXCEEDS EXPECTATIONS or DOES NOT MEET EXPECTATIONS. The “Comments” section should be used to elaborate on the administrator’s observations about an administrator’s strengths or areas of concern. Comments of a specific nature are mandatory if the indicator has been marked DOES NOT MEET EXPECTATIONS. The area of competence and respective indicators should serve as the basis for administrator improvement plans. All administrators will work on personal improvement annually.

**I. Instructional Leadership**

- Demonstrates skill in the selection of staff.
- Provides guidance and support to all staff members in their involvement with students, patrons, and colleagues.
- Ensures the effective evaluation of assigned personnel.
- Encourages and facilitates the personal and professional growth of teachers.
- Demonstrates leadership in improving student academic achievement.
- Maximizes effective use of instructional time.
- Promotes the improvement of instruction.
  
- Assists the teaching staff in implementing strategies for effective teaching and classroom management.

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

## II. Personal Leadership Skills

- Problem Analysis: Ability to find relevant data and analyze complex information; ability to search for information with a purpose.
- Judgment: Ability to reach logical conclusions; skill in identifying educational needs and setting priorities; ability to evaluate written communications.
- Organizational Ability: Ability to plan, schedule and direct work of others; skill in using resources; ability to deal with great and competing demands on one's time.
- Decisiveness: Ability to recognize when a decision is required and to act efficiently and effectively.
- Personal Leadership: Ability to direct and influence the actions of others in the organization; skill in exercising responsible authority.
- Sensitivity: Ability to perceive needs, concerns, and personal problems of others; skill in resolving conflicts; tact and tolerance in dealing with people from different backgrounds.
- Stress Tolerance: Ability to perform under pressure and during opposition; ability to think on one's feet.
- Oral Communication: Ability to make a clear oral presentation of facts or ideas.
- Written Communication: Ability to express ideas clearly in writing and to write appropriately and accurately for various audiences.
- Range of Interests: Competence to discuss a variety of subjects in one's professional field; participation in events and activities at the building, district, and state levels.
- Educational Values: Possesses and articulates a well-reasoned educational philosophy; exhibits behavior that emphasizes the value of education.
- Ethics: Conforms to accepted professional standards of conduct.
- Student/Staff Morale: Discerns levels of morale and acts accordingly.

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

## III. School/Organizational Improvement

- Models professional expertise.
- Actively pursues and continues professional growth.
- Identifies school needs for instructional/curricular improvement based on substantive data, and pursues a plan for meeting identified needs.
- Effectively utilizes services of system-wide administrators.
- Actively participates in staff development.
- Facilitates the accomplishments of district short-range and long-range plans.
- Establishes appropriate standards for student academic achievement.

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

#### IV. Personnel Management

- Establishes and utilizes an effective system for disseminating pertinent information to staff.
- Works collaboratively with staff in the development and articulation of a common vision of improvement.
- Follows district personnel procedures.
- Provides an organizational structure that encourages staff input.
- Ensures continuous renewal of curriculum, policies, and methods.
- Encourages appropriate risk-taking.
- Understands and implements site-based decision-making

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

#### V. Student Management

- Assists in the development and implementation of student and classroom plans.
- Interacts productively with staff for effective student management.
- Communicates expectations for student conduct.
- Responds appropriately to students' academic needs.
- Understands and responds to students' individual and social needs.
- Complies with all federal, state, and local regulations and procedures regarding student welfare.
- Willingly assumes responsibilities for evening and weekend activities.
- Administers weekend and evening duties in an appropriate manner.
- Demonstrates active involvement in and support for an appropriate student activity program.
- Establishes and promotes activities for the maximum involvement of all students.

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

## VI. School/Community Relations

- Encourages appropriate and effective staff communication with patrons.
- Ensures that parents are aware of instructional programs and other activities in the school.
- Provides guidance and support to organizations and/or projects involving patrons.
- Projects a positive image for the school.
- Interprets curriculum content, instructional methods and student achievement to parents.
- Takes an active role in district public relations efforts.
- Interacts appropriately and effectively with media.
- Demonstrates visibility and availability.
- Demonstrates friendliness and openness.
- Ensures the staff's awareness of scheduled school and district activities and programs.
- Effectively interprets school laws and district policies, procedures, and expectations to school personnel.
- Communicates effectively with central administration

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

## VII. Fiscal and Facilities Management

- Assumes responsibility for the development and effective administration of available budgets.
- Ensures availability of appropriate instructional materials for staff.
- Works with building and district personnel to ensure that the building and grounds are clean, safe, functional, and aesthetically pleasing.
- Appropriately acquires and maintains equipment and furniture.
- Addresses safety, security, and emergency procedures.

**Meets or Exceeds Expectations**

**Does Not Meet Expectations**

**Comments:**

*For purposes of this document each party's typed name shall be deemed as an original signature.*

**Signature of Evaluator** \_\_\_\_\_

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

**Signature of Evaluee** \_\_\_\_\_

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

(Signature acknowledges receipt of a copy)

**Distribution: #1: Evaluee #2: Evaluator**

My signature indicates this report has been discussed with me. I also understand my signature does not necessarily indicate agreement, and that I have 10 working days to prepare a written response that will be attached to this evaluation. I am aware this evaluation review will be placed in my personnel file.