

PROFESSIONALISM AND ACCOUNTABILITY

- 1 Takes part in professional development activities (may include coursework, in-service activities, conferences, review of professional literature, workshops, etc.)
 Highly Effective Effective Minimally Effective Ineffective
- 2 Maintains confidentiality (where applicable) of records, discussions of students, personnel, internal operations, administrative meetings.
 Highly Effective Effective Minimally Effective Ineffective
- 3 Performs necessary clerical responsibilities in a timely and complete manner (establish staffing times/dates, filing of reports, submission of required documentation, responding to email and phone messages, etc.)
 Highly Effective Effective Minimally Effective Ineffective
- 4 Effectively communicates with staff, LEA staff, responds to voicemail and email with 24-48 hours during regular workdays, interacts professionally in face-to-face settings.
 Highly Effective Effective Minimally Effective Ineffective
- 5 Adheres to state/federal regulations, board policies/procedures, information as presented in the employee handbook, individual contract, and Policy Manual
 Highly Effective Effective Minimally Effective Ineffective
- 6 Is in attendance and prompt. (number of days absent in evaluation period) Contacts Superintendent or supervisor in a timely manner when necessary to be absent. Enters absences using the Central Office Leave Form.
 Highly Effective Effective Minimally Effective Ineffective
- 7 Provides/offers in-service/professional development to personnel in areas of expertise when requested or when judges a perceived need exists.
 Highly Effective Effective Minimally Effective Ineffective
- 8 Accepts evaluation redirection and change in a positive and professional manner. Makes necessary changes as recommended by supervisor in a timely manner.
 Highly Effective Effective Minimally Effective Ineffective
- 9 Supports the mission, vision, and strategic goals of the School District
 Highly Effective Effective Minimally Effective Ineffective

PROGRAM LEADERSHIP AND MANAGEMENT

- 1 Provides adequate information for both implementation and coordination of services/programs. i.e. professional development opportunities. MTSS services, Reading Specialist support, curriculum support, school improvement, GSRP and other services and programs.
 Highly Effective Effective Minimally Effective Ineffective
- 2 Provides professional opinion in the evaluation of program/department services delivery effectiveness and seeks ways in which to refine and improve programming
 Highly Effective Effective Minimally Effective Ineffective
- 3 Uses employee evaluation results to recommend/provide remedial assistance as needed, monitors use of skills learned through remedial training. (for licensed and support personnel)
 Highly Effective Effective Minimally Effective Ineffective
- 4 Provides oversight of personnel scheduling to ensure adequate coverage throughout the school year, making adjustments as required.
 Highly Effective Effective Minimally Effective Ineffective

RELATIONSHIP WITH LOCAL DISTRICTS & PARTNERS

- 1 Responds to requests for assistance in problem solving in a timely manner (within 24-48 hours).
 Highly Effective Effective Minimally Effective Ineffective
- 2 Utilizes resources with the proper agencies (Law Enforcement, CPS, DHHS) when the safety and welfare of students and staff are threatened.
 Highly Effective Effective Minimally Effective Ineffective
- 3 Collaborates appropriately with local districts to review current programs and uses feedback to make needed revisions.
 Highly Effective Effective Minimally Effective Ineffective
- 4 Actively engages in professional organizations. Uses information and materials from each to improve programming
 Highly Effective Effective Minimally Effective Ineffective

Overall Comments: