

SPRINGPORT PUBLIC SCHOOLS

ADMINISTRATOR

PERFORMANCE EVALUATION

ADMINISTRATOR EVALUATED: _____

POSITION/BUILDING: _____

EVALUATOR: _____ Randall Cook, Superintendent

DATE OF EVALUATION: _____

BASED ON PERFORMANCE

FROM: _____

THROUGH: _____

SPRINGPORT PUBLIC SCHOOL
ADMINISTRATOR PERFORMANCE EVALUATION

Rating Scale: 1 – Ineffective 2 – Minimally Effective 3 – Effective 4 – Highly Effective

EDUCATIONAL LEADERSHIP:

- _____ Communication (staff, families, students, central office, and board)
- _____ Use of Data & Results
- _____ Outreach
- _____ Modeling & Demonstrating Leadership
- _____ Effective Evaluation of Assigned Personnel

- _____ **Average for Educational Leadership**

Comments:

BUILDING MANAGEMENT:

- _____ Scheduling
- _____ Safety & Security
- _____ Allocating Resources & Budgeting
- _____ Staff Supervision
- _____ Student Supervision
- _____ Documented Curriculum

- _____ **Average for Building Management**

Comments:

PROFESSIONALISM:

- _____ Proactive Strategies – building capacity of staff, programs and facility
- _____ Confidentiality & Bureaucracy
- _____ Demonstration of Character (reliability, trust & ethical standards)
- _____ Appearance & Attire
- _____ School/Community Relations

- _____ **Average for Professionalism**

Comments:

SPRINGPORT PUBLIC SCHOOL
ADMINISTRATOR PERFORMANCE EVALUATION

STUDENT ACHIEVEMENT/GROWTH:

_____ Evidence exists to support successful student achievement and/or growth

_____ **Average for Student Achievement/Growth**

Comments:

OVERALL NUMERIC RATING OF FOUR EQUAL CATEGORIES

Educational Leadership

Building Management

Professionalism

Student Achievement/Growth.....

Total

Composite Rating (Total/4)

(1 – Ineffective 2 – Minimally Effective 3 – Effective 4 – Highly Effective)

GENERAL COMMENTS:

Evaluator's Signature

Date

Administrator's Signature

Date

By signing this document, the administrator acknowledges that he/she has read and been provided a copy this evaluation. If the administrator wishes to provide a rebuttal to this evaluation, he/she may submit it to the evaluator and it will be attached to this document in their personnel file.