



Self Evaluation Form – 6-Month Check-up

Employee _____ Assignment _____

Date of performance evaluation _____

Transformational Leader

Overview of the position description: The OPI, in partnership with the local school districts, seeks to engage a transformational leader to work on-site at least four (4) days a week to strengthen the work of the district leadership and the School Improvement Teams. This work will be done through positive program implementation to improving student achievement while working to strengthen and support the district in which this employee is assigned.

Administrative/Supervisory Responsibilities: Working with school leadership in the following areas: 75% of the time the TL will work on coordination and direction for designing, implementing and evaluating the School Improvement Initiatives; 25% of the time the TL will work on management related issues. (List specific information to demonstrate this component.)

Anticipated basic activities:

Coordinate on-site work with other OPI staff and OPI units, to build capacity with the School District Leadership and Staff through the following activities:

- *Conduct initial assessment of District needs through observations and interactions with administration and other appropriate school staff.*
 - *Y or* ○ *N (specific evidence of this)*

- *Glean knowledge of the district's current leadership direction through observation and participation in the writing of the District Action Plan (DAP).*
 - *Y or* ○ *N (specific evidence of this)*

- *Build capacity of the school leadership through the development and support of infrastructures that will incorporate school board policy into practices and procedures geared toward producing an effective organization (handbooks, accreditation requirements, climate –student and staff attendance – disciplinary issues- health and wellness, OPI program compliance, etc).*
 Y or **N (specific evidence of this)**

- *Model and facilitate effective meetings (develop agendas, encourage participation, have an outcome) that encourage collaborative conversation that will ultimately build capacity for change.*
 Y or **N (specific evidence of this)**

- *Provide feedback to current administration in their leadership style and skills.*
 Y or **N (specific evidence of this)**

- *Provide tools and professional development through a collaborative process that will be used to help build a sustainable and effective organization (look for indicators of success).*
 Y or **N (specific evidence of this)**

- *Participate in OPI and/or School District –led professional development opportunities as mutually agreed by all partners.*
 Y or **N (specific evidence of this)**

- *Report to OPI staff on a regular basis, and no less than once a week.*
 - *Y or* ○ *N (specific evidence of this)*

Other observations and feedback to staff:

Areas of strength:

Areas that need to be further developed:

Completed by _____ SIG Unit Director

A meeting with _____ was held on _____ to go over the contents of this evaluation.

Addendum: