

# SCHOOL DISTRICT OF BAYFIELD ADMINISTRATIVE EVALUATION FORM

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluator: \_\_\_\_\_

School Year: \_\_\_\_\_

## RATING SCALE SUMMARY

- 0 = Not observed or not applicable  
 1 = Fails to meet minimum standards  
 2 = Performance needs improvement  
 3 = Performance is acceptable  
 4 = Performance exceeds expectations

### 1. ADMINISTRATIVE SKILLS

### Evaluation Rating

#### A. TECHNICAL CAPABILITY

- |  |          |
|--|----------|
| 1. Monitors building expenditures.                     | 1. _____ |
| 2. Personnel management.                               | 2. _____ |
| 3. Curriculum development, refinement and development. | 3. _____ |
| 4. Public and community relations.                     | 4. _____ |
| 5. Ability to lead and to assume responsibility.       | 5. _____ |

TOTAL

\_\_\_\_\_

#### B. ORGANIZATIONAL ABILITY

- |  |          |
|--|----------|
| 1. Conducts meetings.  | 1. _____ |
| 2. Coordinates programs.   | 2. _____ |
| 3. Responds to requests that relate to the overall operation of the District, school building and other areas of responsibility. | 3. _____ |
| 4. Keeps the School Board informed as to how policies and practices are being carried out.                                       | 4. _____ |
| 5. Follows up with School Board in writing, following a request for information.   | 5. _____ |

TOTAL

\_\_\_\_\_

#### C. PLANNING ABILITY

- |   |          |
|---|----------|
| 1. Demonstrates the exercise of good judgment when providing short and long range direction to a program or activity. | 1. _____ |
|---|----------|

#### **D. LEADERSHIP ABILITY**

- |   |          |
|---|----------|
| 1. Effectiveness and timeliness in accomplishing District priorities and goals. | 1. _____ |
| 2. Communicates well in writing.  | 2. _____ |
| 3. Articulate when speaking.  | 3. _____ |
| 4. Demonstrates leadership.   | 4. _____ |

TOTAL \_\_\_\_\_

#### **E. DECISION-MAKING SKILL**

- |   |          |
|---|----------|
| 1. Demonstrates ability to make decisions promptly and correctly including follow-through actions and reports in writing. | 1. _____ |
|---|----------|

#### **F. PROBLEM SOLVING ABILITY**

- |   |          |
|---|----------|
| 1. Is able to address and complete assignments in a manner that is responsive to the task at hand and the concerns of others. | 1. _____ |
| 2. Decisions and actions are consistent with District policies, priorities and goals.   | 2. _____ |

TOTAL \_\_\_\_\_

#### **G. MONITORING AND EVALUATING**

- |  |          |
|--|----------|
| 1. Is able to develop, initiate and monitor a program, activity or course offering.    | 1. _____ |
| 2. Is able to self-evaluate the effectiveness of administrative decisions and actions. | 2. _____ |
| 3. Reflects on successfulness of actions.  | 3. _____ |

TOTAL \_\_\_\_\_

### **2. PERSONAL SKILLS AND ATTRIBUTES**

#### **A. ORAL COMMUNICATION**

Oral communication also refers to the ability to listen, to clarify and paraphrase prior statements.

- |  |          |
|--|----------|
| 1. Demonstrates the ability to communicate with the multiple school publics: |          |
| a. students  | a. _____ |
| b. teachers.   | b. _____ |
| c. parents   | c. _____ |
| d. Board member  | d. _____ |
| e. residents and other citizens  | e. _____ |

TOTAL \_\_\_\_\_

## B. WRITTEN COMMUNICATION

1. Completes reports and record keeping in an accurate and timely manner. 1. \_\_\_\_\_
2. Written communication is presented in a clear, concise and readable manner. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

## C. HUMAN RELATIONS

1. Sets and maintains a climate that demonstrates acceptance and trust in self and others. 1. \_\_\_\_\_
2. Open and responsive to others. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

## D. PROFESSIONALISM

1. Projects a professional decorum that is an example for others. 1. \_\_\_\_\_
2. Remains calm and effective while under stress or in emergency situations. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

## E. MOTIVATION

1. Motivated to achieve higher levels of personal performance. 1. \_\_\_\_\_
2. Demonstrates good judgement, common sense, and is perceptive. 2. \_\_\_\_\_
3. Exhibits a proper degree of confidence and idealism. 3. \_\_\_\_\_

TOTAL \_\_\_\_\_

### 3. Work related professional and personal goals.

Please list your goals.

Goal A. \_\_\_\_\_  
Action plan and timeline

Goal B. \_\_\_\_\_  
Action plan and timeline

Goal C. \_\_\_\_\_  
Action plan and timeline

Goal D. \_\_\_\_\_  
Action plan and timeline

**COMMENTS:**

**4. Administrative team participation:**

**5. Personal and professional growth:**

**Recommendations:**

**Summary and concluding comments by the administrative person:**

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Signature

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Date

**Summary and concluding comments by the District Administrator:**

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Signature

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Date

APPROVED: 03-09-09