



PROFESSIONAL EVALUATION PROGRAM FOR SCHOOL LEADERS (PEP-SL)

DOE OHR 500-002

Last Revised: 01/01/2011

Former DOE Forms: N/A

DEPARTMENT OF EDUCATION
Office of Human Resources
Performance Management Section
P.O. Box 2360 Honolulu, HI 96804

EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I. (Employee ID# can be located on the front of the DOE ID Badge)
Office: _____ Position: _____ Evaluation Period: _____
Evaluated by: _____ Evaluator Position: _____

OBJECTIVES

RATING SCALE

- 1. To communicate leadership expectations.
- 2. To improve leadership performance.
- 3. To assess and rate leadership performance.

- 5 = Excellent
- 4 = Good
- 3 = Satisfactory
- 2 = Marginal
- 1 = Unsatisfactory

STANDARD 1 PROVIDES LEADERSHIP IN SCHOOL AND INSTRUCTIONAL IMPROVEMENT

Rating (1-5) ____

- Develops, communicates and implements a shared vision for achieving standards.
- Advocates high expectations for teaching and learning results.
- Pursues school improvement and demonstrates commitment to attain higher levels of student achievement and performance.
- Utilizes multiple assessment tools and strategies to support the achievement of the performance standards by every student.
- Fosters teachers' reflection on practice, monitors performance, and provides feedback for adjustment of instruction to meet student needs.
- Promotes professional growth of faculty and staff.
- Incorporates best practice and research-based strategies for school and instructional improvement.
- Evaluates current school programs in terms of identified instructional goals and objectives.

Commendations:

Recommendations:

STANDARD 2 PROMOTES A POSITIVE CLIMATE FOR LEARNING AND AN ATMOSPHERE OF RESPECT FOR ALL STUDENTS AND MEMBERS OF THE SCHOOL COMMUNITY

Rating (1-5)

- Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of the community.
- Seeks input from stakeholders for improvements in student learning and social responsibility.
- Encourages and establishes open, effective communication.
- Utilizes effective strategies in setting performance expectations, planning, decision-making, problem-solving and conflict resolution.
- Encourages the development of school/community partnerships.
- Recognizes the contributions of school and community members.

Commendations:

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Recommendations:

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STANDARD 3 MAINTAINS HIGH STANDARDS OF PROFESSIONALISM

Rating (1-5)

- Demonstrates and promotes high standards of ethics, honesty, and integrity.
- Pursues professional improvement activities to strengthen own leadership performance.
- Manages problems and implements solutions effectively.
- Demonstrates ability to self-assess and to reflect on administrative practices.
- Communicates and interacts effectively with supervisors and colleagues.

Commendations:

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Recommendations:

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STANDARD 4 MANAGES THE FULL SCOPE OF SCHOOL ADMINISTRATIVE RESPONSIBILITIES

Rating (1-5)

- Complies with applicable statues, federal laws, regulations, procedures, contractual provisions and other governance parameters.
- Attends to all required administrative functions such as supervision and evaluation of instruction, teachers and staff; maintenance of a well-functioning school plant; sound fiscal operations and accounting of school property; timely completion of reports.
- Manages available resources for optimum benefits to students.
- Secures and uses resources to attain school improvement goals and objectives.
- Maintains standards for a safe, orderly, effective learning environment.

Commendations:

Recommendations:

ANNUAL RATING OF OVERALL PROFESSIONAL LEADERSHIP PERFORMANCE

Rating (1-5)

Obtains widespread support and develops a unified sense of purpose among faculty, staff, students and members of the community to systematically attain higher levels of student achievement and performance and proper administration of the school.

Evaluator
Comments:

Commendations:

Recommendations:

School Leader
Comments:

School Leader Signature: _____

Date: _____
MM/DD/YYYY

Evaluator Signature: _____

Date: _____
MM/DD/YYYY

School leader's signature does not necessarily indicate concurrence but merely that he/she is aware of evaluation.