



Township Public Schools

Administrator Evaluation

Employee Name: _____ Date of Evaluation: _____

Employee Title: _____ Name of Evaluator: _____

1. MANAGERIAL LEADERSHIP

The employee effectively manages all aspects of the assigned area(s) to ensure effective and efficient operations and achievement of District goals.

_____ Highly Effective _____ Effective _____ Partially Effective _____ Ineffective

Comments:

2. HUMAN RESOURCES MANAGEMENT

The employee fosters effective human resources management by assisting with selection and induction and by supporting, evaluating and retaining quality staff. Supports a team environment by recognizing and rewarding collaboration, cooperation and actively contributing to the success of others.

_____ Highly Effective _____ Effective _____ Partially Effective _____ Ineffective

Comments:

3. ORGANIZATIONAL MANAGEMENT

The employee is proactive in monitoring and refining operations to ensure maximal results and to support and advance District goals. Provides direction around a District-wide vision and translates the vision into actionable plans.

_____ Highly Effective _____ Effective _____ Partially Effective _____ Ineffective

Comments:



4. COMMUNICATION AND COMMUNITY RELATIONS

The employee communicates and collaborates effectively with stakeholders, and interprets District programs to the community, as appropriate.

____ Highly Effective ____ Effective ____ Partially Effective ____ Ineffective
Comments:

5. PROFESSIONALISM

The employee demonstrates and maintains professional standards and ethics and engages in appropriate professional development.

____ Highly Effective ____ Effective ____ Partially Effective ____ Ineffective
Comments:

6. PROBLEM SOLVING

The employee uses sound judgment, creativity, imagination and a logical approach to proactively address problems from a District-wide perspective.

____ Highly Effective ____ Effective ____ Partially Effective ____ Ineffective
Comments:



7. DISTRICT, STATE AND FEDERAL COORDINATION

The employee completes reports under his/her area of responsibility in an accurate and timely manner and ensures proper submission within all established deadlines; facilitates communication of data to all responsible District stakeholders to ensure compliance with reporting requirements.

_____ Highly Effective _____ Effective _____ Partially Effective _____ Ineffective

Comments:

8. ACCOMPLISHMENT OF GOALS

The employee has successfully completed the objectives set forth in his/her prior evaluation, recognizing and addressing needs under his/her area of responsibility.

_____ Highly Effective _____ Effective _____ Partially Effective _____ Ineffective

Comments:

9. CAREER GOALS

The employee has set forth the following career goals and action plan for implementation during the coming school year:

COMMENDATIONS:



AREAS NEEDED FOR IMPROVEMENT/IMPROVEMENT GOALS:

EVALUATION SUMMARY:

- Recommended for continued employment
- Recommended for Dismissal/Nonrenewal
- Recommended for placement on Performance Improvement Plan

Date of Evaluation: _____

Evaluator Comments:

Evaluator Signature: _____

Employee Comments:

Employee Signature: _____