

**Wayne Township Public Schools
ADMINISTRATOR EVALUATION FORM**

Name: _____ Evaluator: _____

Department/School: _____ Date of Evaluation: _____

Job Title: _____

Definition of Ratings:

Please evaluate the employee's performance in the indicated areas using the following standards:

- | | |
|----------------------------|--|
| <u>Highly Effective</u> | (HE): Consistent performance at an advanced skill level. |
| <u>Effective</u> | (E): Consistent performance at a proficient level. |
| <u>Partially Effective</u> | (PE): Performance at a developing skill level or inconsistent performance at a proficient level. Improvement needed. |
| <u>Ineffective:</u> | (I): Performance at a non-proficient level; unacceptable performance. |

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 activity contributing to the success of others.

___ Highly Effective ___ Effective ___ Partially Effective ___ Ineffective

Comments:

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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:

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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:

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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

EVALUATOR COMMENTS:

Evaluator Signature: _____ **Date:** _____

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I acknowledge that I have had the opportunity to review this material with the express understanding that my signature in no way indicates agreement with the contents thereof. I further acknowledge that I also have the right to submit a written response to this material and that my answer shall be reviewed by the Superintendent or a designee and attached to the file copy.

Employee Signature _____ **Date** _____