

Uintah School District
2018-2019 Building Administrator Evaluation Form
 For Evaluations of Principals and Assistant Principals
 To be completed by Superintendent (if Evaluating Principal) or
 by Principal (if Evaluating Assistant Principal)

Administrator being Evaluated: _____

Evaluated by: _____

Date: _____

Rating Scale: 1 - Consistently 2 - Inconsistently 3 - Rarely

Demonstrates Professionalism:

	This administrator:	1	2	3
1.	Exemplifies and expects respectful treatment of all students, parents and other community members, and staff members.			
2.	Demonstrates, inspires, and fosters professional behavior and trust.			
3.	Understands and effectively uses the loose-tight model of supervision.			
4.	Is prompt and on-time with appointments, deadlines, district office requests & meetings.			
5.	Communicates well with all stake-holder groups:			
	a. Written communications are clear and accurate (format, style, grammar, spelling, prose).			
	b. Delivers timely, complete information to stakeholder groups.			
	c. Listens well.			

Maintains Accountability:

	This administrator:	1	2	3
1.	Focuses clearly on student learning.			
2.	Is evidence-driven:			
	a. Facilitates the use of common assessment data.			
	b. Collects and analyzes learning data.			
	c. Understands and monitors all that happens at the classroom and school levels.			
	d. Acts appropriately on information.			
3.	Seeks out and utilizes current, best-practices educational research and programs.			
4.	Invites and responds appropriately to feedback from all stakeholders.			
5.	Inspires staff members to join him/her in accepting collective responsibility for every student's learning.			
6.	Advocates for the use of timely, effective interventions and enrichment activities.			
7.	Acknowledges staff and students' efforts and celebrates successes.			
8.	Follows through with commitments.			
9.	Nurtures a culture of excellence.			
10.	Provides timely, thoughtful feedback.			
11.	Takes responsibility for school-level decisions and seeks district office input when appropriate.			
12.	Exercises good judgment when making decisions that impact the school and/or district.			
13.	Keeps superintendent informed regarding school issues that impact the district.			
14.	Performs, communicates, and resolves issues under pressure.			
15.	Demonstrates sound and effective leadership and management skills.			

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Fosters Unity:

This administrator:		1	2	3
1.	Exemplifies and promotes collaborative culture among staff members.			
2.	Understands and nurtures the concept of interdependency among staff members.			
3.	Exemplifies and expects support for all school and district teams.			
4.	Respects and protects those who are not in the room.			
5.	Supports high-performing collaborative teams.			
6.	Uses effective and appropriate methods to motivate.			
7.	Seeks and offers healthy debate.			
8.	Works to increase awareness of, and to implement and support, district mission, vision, core values, and goals.			

Is Purpose-Driven:

This administrator:		1	2	3
1.	Adopts school goals which:			
	a. Align with district goals.			
	b. Are SMART (Specific, Measurable, Attainable, Realistic, Timely).			
	c. Focus on enhancing all students' learning.			
2.	Supports the mentoring program.			
3.	Maintains clear focus on long-term goals and projects while leading staff to set and follow short-term goals and objectives.			
4.	Identifies and eliminates ineffective practices, tasks, and projects.			
5.	Empowers teachers with the tools they need to reach their goals.			
6.	Focuses on four questions:			
	a. What do we want our students to know and be able to do?			
	b. How will we know if they know it or are able to do it?			
	c. What will we do with those that didn't get it?			
	d. What will we do with those that got it?			

Maintains Integrity:

This administrator:		1	2	3
1.	Confronts behavior not aligned with district core values.			
2.	Keeps commitments.			
3.	Appropriately confronts issues, situations, and people when necessary, even under difficult circumstances.			
4.	Maintains high standard of ethics, honesty, and integrity in all professional matters.			
5.	Holds necessary critical conversations.			

Seeks to Increase Every Student's Learning:

This administrator:		1	2	3
1.	Regularly observes all teachers to formatively evaluate and provide feedback.			
2.	Is aware of each teacher's instructional and assessment programs and practices.			
3.	Understands and seeks to improve the quality of instruction in every classroom.			
4.	Takes steps to ensure that instruction meet the needs of students.			
5.	Supports intervention and enrichment programs.			
6.	Immerses the staff in the philosophy of collaboration.			
7.	Takes steps to ensure progress toward meeting or exceeding U-PASS standards.			
8.	Fosters fine arts programs.			

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Works to Ensures Physical and Emotional Well-being:

	This administrator:	1	2	3
1.	Establishes procedures and practices for managing emergencies and ensuring student and staff safety.			
2.	Works to improve and expand physical education programs.			
3.	Promotes healthy lifestyles for students and staff.			
4.	Proactively addresses at-risk behaviors.			

Fosters a Positive School and District Culture:

	This administrator:	1	2	3
1.	Celebrates success.			
2.	Promotes understanding and celebration of school and community cultures.			
3.	Encourages frequent, open, and honest communication.			
4.	Regularly utilizes school and district climate surveys.			

Takes Steps to Improve Public Support and Confidence:

	This administrator:	1	2	3
1.	Organizes and uses school community councils effectively.			
2.	Welcomes and responds appropriately to parent and community concerns, input, and requests for information.			
3.	Enhances and expands communication.			
4.	Utilizes advisory councils for specific projects of concern.			
5.	Builds community partnerships to enhance student achievement.			
6.	Regularly utilizes community opinion surveys.			

Demonstrates Financial Responsibility:

	This administrator:	1	2	3
1.	Uses goal-driven budgeting.			
2.	Works to avoid unnecessary expenditures.			
3.	Is able to verify responsible management of school budget.			

Signature of Supervisor: _____ **Date:** _____

Signature of Administrator being Evaluated*: _____

*** I understand that I may make, within 10 working days of the date indicated above, a written response to all or any part of this evaluation, and that the response will be attached to this evaluation. If I am not satisfied with the evaluation, I have thirty days from the date indicated above to request a review. My signature does not necessarily indicate that I agree with this evaluation, but that I have read the information above and have received a copy of this evaluation.**