

Committee Approved  
10/22/09

## SOUTHWEST ALLEN COUNTY SCHOOLS ADMINISTRATOR EVALUATION

### EVALUATION TIMELINES:

- A. The administrator will meet with his/her supervisor and develop goals by October 1.
- B. A review of progress will be conducted during a conference between the supervisor and the administrator prior to January 1.
- C. Prior to May 15, the administrator will meet with his/her supervisor to discuss the progress accomplished toward the goal(s).
- D. An appraisal of the final summation will be completed and shared with the administrator by June 30.

### EVALUATION TIME FRAME CHECKLIST:

	COMPLETED BY	ADMINISTRATOR'S INITIALS
Fall Conference	October 1	
Mid-year Conference	January 1	
Goal Progress Conference	May 15	
Final Evaluation	June 30	

### RELATED DATA:

School Year: 2012-2013	Name:
Southwest Allen County Schools	Date Contract Expires: June 30, 2013
Salary This Year:	Days Worked Per Year:

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**Number of Years (at the end of the present school year):**

Total in Education:	Total Teaching:	Total Teaching in SACS:
	Total Administration:	Total Administration in SACS:

**Areas of Certification:**

	License #:	Expiration Date:	Areas:
1.			
2.			
3.			

**Degrees Held and Year Obtained:**

Bachelor of Science/ Bachelor of Arts	
Master of Science/ Master of Arts	
Educational Specialist	
Doctor of Education/ Doctor of Philosophy	

**GOALS FOR SCHOOL YEAR: 2011-2012**

**A. 1. Goal Statement**

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**2. Evaluation**

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**B.1. Goal Statement**

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**2. Evaluation**

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## PERFORMANCE AREA REVIEW:

Rating	Level of Performance
High Effective (4)	Exceeds expected performance levels
Effective (3)	Meets expected performance levels
Needs Improvement (2)	Growth needed to become proficient
Ineffective (1)	Has not met the expected performance levels
NA	Not Applicable – indicates this is an area that does not apply to the administrator’s job description.

Strategies for Student Success Responsibilities	Rating	Evaluator’s Comments
Assessment		
Curriculum		
Collaboration		
Instructional Strategies		
Staff Development		

<b>Leadership Responsibilities</b>	<b>Rating</b>	<b>Evaluator's Comments</b>
Communication		
Data Analysis		
Professional Growth		
Team Participation		
Supervision of Personnel		
<b>Management Responsibilities</b>	<b>Rating</b>	<b>Evaluator's Comments</b>
Fiscal Responsibility		
Organizational Management		
Safe & Supportive Learning Environment		
Supervision of Students		
Other Duties as Assigned or Special Projects		

**EVALUATOR'S SUMMARY AND/OR RECOMMENDATIONS:**

**Core Professionalism Rubric**

These indicators illustrate the minimum competencies expected in any profession. These are separate from the other sections in the rubric because they have little to do with teaching and learning and more to do with basic employment practice. Teachers are expected to meet these standards. If they do not, it will affect their overall rating negatively.

Indicator		Does Not Meet Standard	Meets Standard
1	Attendance	Individual demonstrates a pattern of unexcused absences	Individual has not demonstrated a pattern of unexcused absences
2	On-Time Arrival	Individual demonstrates a pattern of unexcused late arrivals (late arrivals that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement)	Individual has not demonstrated a pattern of unexcused late arrivals (late arrivals that are in violation of procedures set forth by local school policy and by the relevant collective bargaining agreement)
3	Policies and Procedures	Individual demonstrates a pattern of failing to follow state, corporation, and school policies and procedures (e.g. procedures for submitting discipline referrals, policies for appropriate attire, etc.)	Individual demonstrates a pattern of following state, corporation, and school policies and procedures (e.g. procedures for submitting discipline referrals, policies for appropriate attire, etc.)
4	Respect	Individual demonstrates a pattern of failing to interact with students, colleagues, parents/guardians, or community members in a respectful manner	Individual demonstrates a pattern of interacting with students, colleagues, parents/guardians, and community members in a respectful manner

## Summative Administrator Evaluation Scoring

### *Domains 1-3 Weighted Scores*

Domain	Rating (1-4)	Weight	Weighted Rating
Domain 1–Student Success		60 %	
Domain 2 - Leadership		25 %	
Domain 3 - Management		15 %	
Final Score for Domains 1-3			

Use the following formula to calculate by hand:

1. Rating \* % Weight = Weighted Rating
2. Sum of Weighted Ratings = Final Score for Domains 1-3

Rubric Score for Domains 1-3: \_\_\_\_\_

### *Domain 4 Core Professionalism*

If the administrator did not meet standards in one or more of the four indicators, he or she automatically has a 1-point deduction.

Final Rubric Score: \_\_\_\_\_

### *Objective Measure of Student Performance*

The District-wide Learning Measure (DLM) is determined based upon the district's current grade as defined by the IDOE which is converted to a factor by which an administrator's final rubric score is multiplied:

- A = 1.02
- B = 1.01
- C = 1
- D = 0.99
- F = 0.98

The primary goal of the selected objective measures of student growth is to treat administrators as fairly and as equally as possible and recognizes the role that all administrators play in the education of a student in SACS. At this point, the evaluator should multiply the final rubric scores of their administrators by the appropriate factor based on the district's IDOE grade.

Final Rubric score \_\_\_\_\_ x DLM \_\_\_\_\_ = Final Administrator Score \_\_\_\_\_

<b>Final Rating 1</b>		<b>Final Rating 2</b>		<b>Final Rating 3</b>		<b>Final Rating 4</b>				
Ineffective		Improvement Necessary		Effective		Highly Effective				
0	→	1.49	1.5	→	2.49	2.5	→	3.49	3.5	→
4.0										
Score		Score		Score		Score		Score		

At this point, an evaluator will have a final placement of the administrator into one of the four categories defined by the law.

**ADMINISTRATOR'S RESPONSE (OPTIONAL):**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

(Signature does not necessarily indicate agreement but does indicate this document has been reviewed.)