**Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Period \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Evaluation Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Domain 1 – Non Student Based Results Profile**

**Growth Targets on One or More Non-Student Based Quality or Key Performance Indicators**

**A Key Performance Indicator:**

**Overall Rating\* \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE**

**B Key Performance Indicator:**

**Overall Rating \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE**

**C Key Performance Indicator:**

**Overall Rating \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE**

**FINAL Rating for Domain 1 \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE**

**\*Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**

**Domain 2 – Leadership Profile**

1. **Mission, Vision, and Goals for District for Organizational Success Factor**

1. Personal Mission and Vision \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

2. District Mission and Vision \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

3. Goals and Expectations \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

1. **Culture Factor**
2. Values, Beliefs, Principles, and Diversity \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
3. Language, Traditions, Celebrations, Guiding

Principles and Cultural Norms \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

1. **Leadership Behavior Factor**
2. Informed and Current \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
3. Strategic and Systemic \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
4. Fair, Legal, Honest, and Ethical \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
5. Work Habits \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

**Domain 3 –Systems Profile**

1. **Reliable, Aligned, and Consistent Operations Factor**
2. Laws, Policies, and Regulations \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
3. Processes and Procedures \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
4. Resource Allocation and Management \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
5. Personnel Policies and Practices \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
6. **Efficient and Effective Operations Factor**
7. Personnel Evaluation \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
8. Performance Development \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
9. Productivity \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
10. Leadership Development \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

**Domain 4 - Processes Profile**

1. **Community Building Factor**
2. Internal Stakeholder Relations \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
3. External Stakeholder Relations \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
4. Media Relations \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
5. Communications \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
6. **Evidence Based Improvement Factor**
7. Collaborative Inquiry Process \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
8. Systematic Use of Multiple Data Sources \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
9. Data Systems \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
10. Non-Instructional Technology \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

**Domain 5 – Capacity Profile**

1. **Reliability**
2. Dependability \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
3. Work Quality \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
4. Professionalism \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
5. **Adaptability Factor**
6. Initiative and Responsiveness to Change \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE
7. Creativity and Innovation \_\_\_ IE \_\_\_ME \_\_\_E \_\_\_HE

**\*Ineffective (IE), Minimally Effective (ME), Effective (E), Highly Effective (HE)**

**FINAL Rating for Domain 1 Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Total score divided by the number of Factors used.)

**FINAL Rating for Domains 2-5 Total Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Total score divided by the number of Characteristics used.) **Number of Characteristics \_\_\_\_\_\_\_\_\_\_\_**

**Final Rating Score Domain 2-5 \_\_\_\_\_\_\_\_**

**FINAL Rating for Domain 1 (40% x Final Score) Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FINAL Rating for Domain 2-5 (60% x Final Score) Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Effectiveness Rating (Domain 1 + Domain 2 = 100%) Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Effectiveness Label \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Example: (0 - 1.4 = Ineffective; 1.5 - 2.4 = Minimally Effective; 2.5 - 3.4 = Effective; 3.5 - 4.0 = Highly Effective)**

Note: The authors are only recommending these weights for Domain 1 and Domains 2-5. Each district has the opportunity to determine those percentages for the non-instructional administrators.

**Additional Comments:**

**Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have reviewed this evaluation with the administrator and goals are attached: Yes or No**

**Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The presence of the employee’s signature shall indicate that the employee has reviewed the evaluation form. Signature does not necessarily imply agreement with evaluation.**

**Statement by Employee is Attached: Yes or No**