

Holton Public Schools

Professional Growth Plan (PGP) Annual Summative Evaluation Form For Non-Instructional Administrators

Administrator:

Title:

Date:

The following Summative Evaluation is based on focused building and worksite environment walkthroughs, and the administrator's performance on the Professional Growth Plan.

Characteristics for Effective Leadership and Management	Ineffective	Minimally Effective	Effective	Highly Effective	
DOMAIN 1: LEADERSHIP SKILLS					
1a: Strives for excellence					
1b: Initiates and implements programs of change					
1c: Instills confidence and a positive attitude					
1d: Knowledgeable about methodologies for improvement					
1e: Decisive in decision making and carrying out goals and objectives					
1f: Affirms and recognizes performance of others					
1g: Written and oral communication is concise and frequent with staff					
<u>Narrative feedback:</u>					
The work performance of this employee in Domain 1: Leadership Skills is:		Unsatisfactory		Satisfactory	
		Ineffective	Minimally Effective	Effective	Highly Effective

DOMAIN 2: SUPERINTENDENT / ADMINISTRATOR RELATIONSHIP					
2a: Assists superintendent in responsibilities according to Board policy & law					
2b: Listens and responds to superintendent's concerns or requests					
2c: Provides superintendent with sufficient information to make decisions					
2d: Prepared, punctual, and organized in all aspects of the job function					
2e: Respects confidentiality between superintendent and the administrator					
2f: Supportive of superintendent's decisions in working with all stakeholders					
<u>Narrative feedback:</u>					
The work performance of this employee in Domain 2: Relationships is:		Unsatisfactory		Satisfactory	
		Ineffective	Minimally Effective	Effective	Highly Effective

DOMAIN 3: MANAGEMENT SKILLS				
3a: Knows essential job functions and completes them according to policy				
3b: Has effective process for fiscal planning and monitoring of expenditures				
3c: Identifies problems and creates effective ways to resolve them				
3d: Delegates responsibility and authority effectively to accomplish tasks				
3e: Establishes effective channels of communication with staff				
3f: Aware of and fulfills contractual obligations set by the Board				
3g: Uses information and data to make objective recommendations				

<u>Narrative feedback:</u>				
The work performance of this employee in Domain 3: Management Skills is:	Unsatisfactory		Satisfactory	
	Ineffective	Minimally Effective	Effective	Highly Effective

DOMAIN 4: COMMUNITY RELATIONS				
4a: Demonstrates effective public relations and keeps community informed				
4b: Aware of community leaders with whom support can be enlisted				
4c: Represents the school district with integrity and a sense of pride				
4d: Develops a positive and effective relationship with the community				
4e: Develops a positive and effective relationship with the media				
<u>Narrative feedback:</u>				
The work performance of this employee in Domain 4: Community Relations is:	Unsatisfactory		Satisfactory	
	Ineffective	Minimally Effective	Effective	Highly Effective

DOMAIN 5: PERSONAL TRAITS				
5a: Actions are appropriate and positive reflections of the district				
5b: Goals and tasks are effectively completed and on time				
5c: Has sense of integrity in performing tasks and responsibilities				
5d: Demonstrates desire to grow personally and professionally				
5e: Able to balance the demands of work, self, and family				
5f: Capable of handling disagreements or differences of opinion				
<u>Narrative feedback:</u>				
The work performance of this employee in Domain 5: Personal Traits is:	Unsatisfactory		Satisfactory	
	Ineffective	Minimally Effective	Effective	Highly Effective

DOMAIN 6: PROFESSIONAL GROWTH PLAN PERFORMANCE				
6a: Demonstrates evidence of goal / objective attainment or completion				
<u>Narrative feedback:</u>				
The work performance of this employee in Domain 6: PGP Performance is:	Unsatisfactory		Satisfactory	
	Ineffective	Minimally Effective	Effective	Highly Effective

EVALUATOR'S FINAL RECOMMENDATION				
Considering all factors, the work performance of this employee is:	Unsatisfactory		Satisfactory	
	Ineffective	Minimally Effective	Effective	Highly Effective

SPECIFIC PERFORMANCE GOALS for NEXT SCHOOL YEAR

Outline specific performance goals developed by the evaluator that will assist in improving effectiveness for the next school years.

Evaluator's signature: _____ Date: _____

Administrator's signature: _____ Date: _____

In no case shall the administrator's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. The final formal/written evaluation document is to be placed in the administrator's personnel file.

