

**Administration**  
**300 Series**

Building Administrator Comprehensive Evaluation  
Summative Evaluation Form  
Code No. 303.6E1

Administrator \_\_\_\_\_

Evaluator: \_\_\_\_\_

**Directions:**

In the narrative under each standard the administrator should discuss evidence that addresses each criterion, and provide a reflection related to the standard as a whole.

1. **An educational leader in the Edgewood-Colesburg School District promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community (Shared Vision).**

The administrator:

- a. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.
- b. Uses research and/or best practice in improving the educational program.
- c. Articulates and promotes high expectations for teaching and learning.
- d. Aligns and implements the educational programs, plans, actions, and resources with the district's vision and goals.
- e. Provides leadership for major initiatives and change efforts.
- f. Communicates effectively to various stakeholders regarding progress with school improvement plan goals.

**Evidence:**

**Reflection:**

**Evaluator Comments:**

Circle one:

**Meets Standard**

**Does Not Meet Standard**

**2. An educational leader in the Edgewood-Colesburg School District promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.**

The administrator:

- a. Provides leadership for assessing, developing, and improving climate and culture.
- b. Systematically and fairly recognizes and celebrates accomplishments of staff and students.
- c. Provides leadership, encouragement, opportunities, and structure for staff to continually design more effective teaching and learning experiences for all students.
- d. Monitors and evaluates the effectiveness of curriculum, instruction, and assessment.
- e. Evaluates staff and provides ongoing coaching for improvement.
- f. Ensures staff members have professional development that directly enhances their performance and improves student learning.
- g. Uses current research and theory about effective schools and leadership to develop her/his professional growth plan.
- h. Promotes collaboration with all stakeholders.
- i. Is easily accessible and approachable to all stakeholders.
- j. Is highly visible and engaged in the school community.
- k. Articulates the desired school culture.

<b>Evidence:</b>
<b>Reflection:</b>
<b>Evaluator Comments:</b>

**Circle one:                      Meets Standard                      Does Not Meet Standard**

**3. An educational leader in the Edgewood-Colesburg School District promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.**

The administrator:

- a. Complies with state and federal mandates and local board policies.
- b. Recruits, selects, inducts, and retains staff to support quality instruction.
- c. Addresses current and potential issues in a timely manner.
- d. Manages fiscal and physical resources responsibly, efficiently, and effectively.
- e. Protects instructional time by designing and managing operational procedures to maximize learning.
- f. Communicates effectively with both internal and external audiences about the operations of the school.

**Evidence:**

**Reflection:**

**Evaluator Comments:**

**Circle one:**

**Meets Standard**

**Does Not Meet Standard**

**4. An educational leader in the Edgewood-Colesburg School District promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.**

The administrator:

- a. Engages family and community by promoting shared responsibility for student learning and support of the educational system.
- b. Promotes and supports a structure for family and community involvement in the educational system.
- c. Facilitates the connections of students and families to the health and social services that support a focus on learning.
- d. Collaboratively establishes a culture that welcomes and honor families and community and seeks ways to engage them in student learning.

**Evidence:**

**Reflection:**

**Evaluator Comments:**

**Circle one:**

**Meets Standard**

**Does Not Meet Standard**

**5. An educational leader in the Edgewood-Colesburg School District promotes the success of all students by acting with integrity, fairness, and in an ethical manner.**

The administrator:

- a. Demonstrates ethical and professional behavior.
- b. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
- c. Fosters and maintains caring professional relationship with staff.
- d. Demonstrates appreciation for sensitivity to diversity in the school community.
- e. Is respectful of divergent opinions.

**Evidence:**

**Reflection:**

**Evaluator Comments:**

Circle one:                      **Meets Standard**                      **Does Not Meet Standard**

**6. An educational leader in the Edgewood-Colesburg School District promotes the success of all students by understanding the profile of the community and responding to, and influencing the larger political, social, economic, legal and cultural context.**

The administrator:

- a. Collaborates with service providers and other decision-makers to improve teaching and learning.
- b. Advocates for the welfare of all members of the learning community.
- c. Designs and implements appropriate strategies to reach desired goals.

**Evidence:**

**Reflection:**

**Evaluator Comments:**

Circle one:                      **Meets Standard**                      **Does Not Meet Standard**

**General comments by evaluator (these are likely related to topics not addresses above):**

Evaluator's signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Evaluation period \_\_\_\_\_, 2 \_\_\_\_\_ to \_\_\_\_\_, 2 \_\_\_\_\_

Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_