

**SCHOOL DISTRICT OF BAYFIELD  
ADMINISTRATIVE EVALUATION FORM**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

School Year: \_\_\_\_\_

**RATING SCALE SUMMARY**

- 0 = Not observed or not applicable
- 1 = Fails to meet minimum standards
- 2 = Performance needs improvement
- 3 = Performance is acceptable
- 4 = Performance exceeds expectations

**1. ADMINISTRATIVE SKILLS**

**Evaluation Rating**

**A. TECHNICAL CAPABILITY**

- 1. Monitors building expenditures. 1. \_\_\_\_\_
- 2. Personnel management. 2. \_\_\_\_\_
- 3. Curriculum development, refinement and development. 3. \_\_\_\_\_
- 4. Public and community relations. 4. \_\_\_\_\_
- 5. Ability to lead and to assume responsibility. 5. \_\_\_\_\_

TOTAL \_\_\_\_\_

**B. ORGANIZATIONAL ABILITY**

- 1. Conducts meetings. 1. \_\_\_\_\_
- 2. Coordinates programs. 2. \_\_\_\_\_
- 3. Responds to requests that relate to the overall operation of the District, school building and other areas of responsibility. 3. \_\_\_\_\_
- 4. Keeps the School Board informed as to how policies and practices are being carried out. 4. \_\_\_\_\_
- 5. Follows up with School Board in writing, following a request for information. 5. \_\_\_\_\_

TOTAL \_\_\_\_\_

**C. PLANNING ABILITY**

- 1. Demonstrates the exercise of good judgment when providing short and long range direction to a program or activity. 1. \_\_\_\_\_

**D. LEADERSHIP ABILITY**

- 1. Effectiveness and timeliness in accomplishing District priorities and goals. 1. \_\_\_\_\_
  - 2. Communicates well in writing. 2. \_\_\_\_\_
  - 3. Articulate when speaking. 3. \_\_\_\_\_
  - 4. Demonstrates leadership. 4. \_\_\_\_\_
- TOTAL \_\_\_\_\_

**E. DECISION-MAKING SKILL**

- 1. Demonstrates ability to make decisions promptly and correctly including follow-through actions and reports in writing. 1. \_\_\_\_\_

**F. PROBLEM SOLVING ABILITY**

- 1. Is able to address and complete assignments in a manner that is responsive to the task at hand and the concerns of others. 1. \_\_\_\_\_
  - 2. Decisions and actions are consistent with District policies, priorities and goals. 2. \_\_\_\_\_
- TOTAL \_\_\_\_\_

**G. MONITORING AND EVALUATING**

- 1. Is able to develop, initiate and monitor a program, activity or course offering. 1. \_\_\_\_\_
  - 2. Is able to self-evaluate the effectiveness of administrative decisions and actions. 2. \_\_\_\_\_
  - 3. Reflects on successfulness of actions. 3. \_\_\_\_\_
- TOTAL \_\_\_\_\_

**2. PERSONAL SKILLS AND ATTRIBUTES**

**A. ORAL COMMUNICATION**

Oral communication also refers to the ability to listen, to clarify and paraphrase prior statements.

- 1. Demonstrates the ability to communicate with the multiple school publics:
    - a. students a. \_\_\_\_\_
    - b. teachers. b. \_\_\_\_\_
    - c. parents c. \_\_\_\_\_
    - d. Board member d. \_\_\_\_\_
    - e. residents and other citizens e. \_\_\_\_\_
- TOTAL \_\_\_\_\_

**B. WRITTEN COMMUNICATION**

- 1. Completes reports and record keeping in an accurate and timely manner. 1. \_\_\_\_\_
- 2. Written communication is presented in a clear, concise and readable manner. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

**C. HUMAN RELATIONS**

- 1. Sets and maintains a climate that demonstrates acceptance and trust in self and others. 1. \_\_\_\_\_
- 2. Open and responsive to others. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

**D. PROFESSIONALISM**

- 1. Projects a professional decorum that is an example for others. 1. \_\_\_\_\_
- 2. Remains calm and effective while under stress or in emergency situations. 2. \_\_\_\_\_

TOTAL \_\_\_\_\_

**E. MOTIVATION**

- 1. Motivated to achieve higher levels of personal performance. 1. \_\_\_\_\_
- 2. Demonstrates good judgement, common sense, and is perceptive. 2. \_\_\_\_\_
- 3. Exhibits a proper degree of confidence and idealism. 3. \_\_\_\_\_

TOTAL \_\_\_\_\_

**3. Work related professional and personal goals.**

Please list your goals.

Goal A. \_\_\_\_\_  
Action plan and timeline

Goal B. \_\_\_\_\_  
Action plan and timeline

Goal C. \_\_\_\_\_  
Action plan and timeline

Goal D. \_\_\_\_\_  
Action plan and timeline

**COMMENTS:**

**4. Administrative team participation:**

**5. Personal and professional growth:**

**Recommendations:**

**Summary and concluding comments by the administrative person:**

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Signature

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Date

**Summary and concluding comments by the District Administrator:**

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Signature

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Date

APPROVED: 03-09-09