



## ROWAN-SALISURY SCHOOLS CENTRAL OFFICE EVALUATION INSTRUMENT

Employee Name & Title:			
Employee Department:			

**Instructions:**

- The evaluator is to rate the employee as indicated.
- The evaluator is encouraged to add pertinent comments at the end of each major function.
- The employee is provided an opportunity to respond to the evaluator’s rating and comments.
- The evaluator and the employee must discuss the results of the evaluation and any recommended action.
- The employee and the evaluator must sign the instrument in the assigned space.
- The evaluation must be filed in the employee’s personnel file.

### LEVEL OF PERFORMANCE

- DEVELOPING:** Demonstrated adequate growth toward achieving standard(s) during the period of performance, but did not demonstrate competence on standard(s) of performance.
- PROFICIENT:** Demonstrates basic competence on standard(s) of performance.
- ACCOMPLISHED:** Exceeds basic competence on standard(s) of performance most of the time.
- DISTINGUISHED:** Consistently and significantly exceeds basic competence on standard(s) of performance.
- NOT APPLICABLE:** Does not apply to employee.

### STRATEGIC LEADERSHIP

1. Understands the culture of leadership in the district.
2. Ensures the district’s strategic plan is implemented as intended by its developers.
3. Identified potential school and district changes for improving student learning.
4. Models what is expected.
5. Holds all district staff accountable for achieving district learning and teaching goals.

Comments	Rating	Selection	NA
	Developing		
	Proficient		
	Accomplished		
	Distinguished		

### PROGRAM LEADERSHIP

1. Observes and evaluated the program activities.
2. Assesses the overall effectiveness of the program.
3. Initiates and directs improvements in the program.
4. Provides supervision/leadership for appropriate personnel
5. Provides leadership in developing comprehensive program plans.
6. Provides leadership in implementing the planning program
7. Is an effective leader of the ongoing program.
8. Provides leadership in evaluating the program.
9. Plans, prepares, and shares program information with the Board on an as-needed basis.

Comments	Rating	Selection	NA
	Developing		
	Proficient		
	Accomplished		
	Distinguished		

**MANAGERIAL LEADERSHIP**

1. Prepares or assists in the preparation of budget and administers funds as assigned in accordance with established federal, state, and local policies.
2. Cooperates with other departments or agencies to ensure that funds are coordinated for maximum service.
3. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials and supplies in accordance with local, state, and federal policies.
4. Prepared or oversees the preparation of records and reports as required by local, state, and federal policies.
5. Routinely and conscientiously monitors the use of district resources to ensure fairness and equity.
6. Uses the budgetary process to assure that effective programs are maintained and less effective programs are eliminated.

Comments	Rating	Selection	NA
	Developing		
	Proficient		
	Accomplished		
	Distinguished		

**EXTERNAL DEVELOPMENT LEADERSHIP**

1. Effectively communicates with the school system and community to share information about the program.
2. Serves as a liaison between school system and local, state, and federal agencies.
3. Assists in the development of in-service programs for the development and improvement of staff.
4. Demonstrates professional ethics.
5. Plans and accomplishes personal professional growth objectives.
6. Uses a variety of media to communicate with all members of the community.
7. Represents the school system by attending school and/or community events.

Comments	Rating	Selection	NA
	Developing		
	Proficient		
	Accomplished		
	Distinguished		

**HUMAN RESOURCE LEADERSHIP**

1. Assists in the screening, selection and placement of personnel.
2. Delegates and supervises staff responsibilities.
3. Assists in evaluating staff according to established personnel policies.
4. Models the importance of continues adult learning by engaging in activities to develop professional knowledge and skill.
5. District policies and procedures result in highly qualified and diverse staff.

Comments	Rating	Selection	NA
	Developing		
	Proficient		
	Accomplished		
	Distinguished		

Employee's Signature:	
Evaluator's Signature:	
<i>Signature indicates the evaluation has been seen and discussed.</i>	