



**Educational Service Center of Central Ohio
Administrative Evaluation**
(Supervisor, Coordinator, Manager, Consultant)

Name: _____

Position: _____

Evaluator Name: _____

Evaluation Meeting Date: _____

Formative Summative Self Reflection

Contract Cycle: ____ / ____

Performance Ratings:

<i>Performance Level</i>	<i>Description</i>	<i>Definition</i>
A	Accomplished	Performance is above and beyond expectations and far exceeds established goals and competencies. Performance demonstrates true mastery of competency. Command of position/skill allows individual to train and teach others in position. This category is generally reserved for a select, small percentage (5-7%) of administrators whose performance level is far above what is normally expected.
S	Skilled	Consistently meets and/or exceeds job standards even on some of the most complex parts of the job. Turns in peak performance. Dependable in accomplishing job assignments; and actively and successfully seeks out opportunities to contribute to areas outside of core job responsibilities.
D	Developing	Generally meets job standards in both quantity and quality. Work is generally accurate; errors are few and seldom repeated. Generally dependable in accomplishing job assignments. Requires normal supervisory direction and follow-up. May require assistance with non-routine assignments. Opportunity exists to improve performance in core responsibilities or annual goals.
I	Ineffective	Overall work inconsistently meets minimum job standards for work quality and quantity. Requires additional counseling, training, experience, or initiative to meet standards in some/all areas of responsibility and/or has not responded appropriately to areas identified for improvement. Requires more than normal supervisory direction and follow-up.

At the beginning of each year the supervisor and employee should meet and set goals for the year.

Once the following evaluation is completed, reviewed and signed by the employee and supervisor, a copy of the evaluation form is available to the employee and the original will be forwarded to Human Resources for placement in the employee's personnel file.

Core Competencies**Elements****Rating****Agency Culture/Core Values**

- Embodies the core values of Respect, Service, Collaboration, Accountability.
- Values people and relationships.
- Welcomes challenges with a can-do attitude.
- Leads when necessary, supports all stakeholders, and seeks to share and leverage resources.
- Strives to meet the needs of today, remains focused on the future, and is driven by innovation and choice.
- Assures compliance with Board policies, administrative guidelines, procedures and state and federal laws.
- Supports the Agency beliefs on welcoming and embracing diversity.

Formative _____**Summative** _____**Self-Reflection** _____**Leadership**

- Presents a positive image of the agency and their center and supports the purpose of the Agency.
- Models the principles of professional, moral, and ethical standards of conduct in all interactions.
- Promotes and models respect for diverse individuals and groups.
- Ensures a safe, secure and appropriate environment.
- Provides successful leadership and management of associated tasks with assigned initiatives.
- Accepts personal responsibility for actions and conduct.
- Recognizes important issues/problems and systematically considers new ways of formulating/developing/implementing solutions.
- Promotes and fosters a positive work environment. Works to identify, address, and eliminate unproductive/counterproductive behaviors.
- Leverages and builds on staff members' skills and interests to advance the leadership capacity of all.

Formative _____**Summative** _____**Self-Reflection** _____

Core Competencies**Elements****Rating****Continuous Improvement**

- Collaboratively develops and establishes measurable goals that promote high levels of staff and student achievement.
- Evaluates subordinates in manner consistent with policies and procedures.
- Routinely solicits input from stakeholder groups to determine the effectiveness of programs and services.
- Builds a culture in which staff work collaboratively which results in increased productivity and enhance student achievement.
- Effectively utilizes data for decision making and improvement.
- Works in a collegial and collaborative manner with other administrators, Agency staff, and related professionals and agencies to promote and support the purpose of the Agency.
- Considers the ideas and perspectives of others when planning, organizing, and making decisions.
- Strives to conclude discussions with a clear, specific action plan.
- Utilizes Agency staff and tools to conduct impact analysis of programs and services.

Formative _____**Summative** _____**Self-Reflection** _____**Communication**

- Assures for a system of communication that provides for the responsible exchange of information among school and Agency staff and other stakeholder groups.
- Anticipates the information needs of various stakeholder groups and provides this information in a timely and effective manner.
- Institutionalizes routine communication strategies that ensure that all stakeholder groups have the information they need.
- Proactively seeks perspectives from member districts.
- Establishes advisory groups to improve external and internal communication.
- Works with the Office of Communication to design communication strategies that enhance the accessibility of information about your work.
- Models effective team behaviors including actively participating and contributing to Center initiatives.

Formative _____**Summative** _____**Self-Reflection** _____

Core Competencies**Elements****Rating****Teaching and Learning**

- Designs instructional environments to support individual student needs.
- Defines and clearly articulates high expectations for all students and staff.
- Provides relevant, regular, and timely feedback to staff.
- Facilitates the articulation and realization of a shared vision of continuous improvement.
- Shares relevant research to promote staff learning and development.
- Models the use of data to inform and make decisions about students and programs.
- Establishes reliable processes for the regular monitoring, evaluation, adaptation and improvement of instructional strategies.
- Provides advocacy and opportunity to pursue and implement innovative uses of technology in classrooms that results in enhanced student achievement.
- Ensures there is a highly skilled and caring teacher in every classroom.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes.
- Promotes staff's and students' expansion of knowledge and utilization of technology.

Formative _____**Summative** _____**Self-Reflection** _____**NA** _____**Core Competencies****Elements****Rating****Resources**

- Equips staff with the resources they need to be successful.
- Follows established procedures for developing and submitting accurate and timely records, budgets and reports.
- Manages and prioritizes fiscal resources under your control to maximize the services and impact provided to member districts and their missions.
- Plans for future needs and secures the necessary resources to meet these needs.
- Organizes and maintains appropriate program and learner records.
- Recruits, develops, evaluates, and retains quality staff.
- Actively recruits and utilizes community resources to enhance our programs and services.

Formative _____**Summative** _____**Self-Reflection** _____

Core Competencies

Elements

Rating

**Specific Job
Description Duties**

-
-
-
-
-
-
-
-

Formative _____
Summative _____
Self-Reflection _____

Additional Comments:

Employee:

Yearly Cumulative Rating

Self-Reflection Rating

Supervisor:

Signatures:

Employee Signature _____

Date: _____

Supervisors Signature: _____

Date: _____

Final Performance Rating (Only for administrators in the final year of their contract) _____

Contract Recommendations: Renew Non-renew

Additional Comments:

Employee:

Supervisor:

Signatures:

Employee Signature _____

Date: _____

Supervisors Signature: _____

Date: _____