

**LANDER COUNTY SCHOOL DISTRICT  
PERFORMANCE EVALUATION REPORT  
SITE ADMINISTRATOR**

Employee: \_\_\_\_\_ School: \_\_\_\_\_

Title: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Date: \_\_\_\_\_

Years as Administrator \_\_\_\_\_ Years in Current Assignment \_\_\_\_\_ Page 1 of \_\_\_\_\_

Analysis of performance, completion of previous directions, directions and other factors which are pertinent to the performance of a probationary/post probationary administrator.

LEVELS OF PERFORMANCE			
<b>Level 4</b>	Performance exceeds standards consistently at a distinguished level.		<b>Level 2</b>
<b>Level 3</b>	Performance consistently meets standards and may occasionally exceed standards in some areas.		<b>Level 1</b>
			Performance approaches standards and/or does not consistently meet standards.
			Performance is below standards and is not satisfactory.

**PROFESSIONAL DOMAINS**

VISION OF LEARNING	4	3	2	1	INSTRUCTIONAL PROGRAM	4	3	2	1
A vision of learning defines purpose, shapes all programs and practices, and sets clear direction for continuous school improvement.					An instructional program advocates, structures and sustains student learning and staff professional growth.				
<b>Professional Standards</b> <ul style="list-style-type: none"> <li>● Facilitated a collaborative process for the development of a vision of learning that was shared and supported by the school community.</li> <li>● Communicated, implemented, and aligned mission and goals to support the school's vision of learning.</li> <li>● Facilitated a school improvement process.</li> </ul>					<b>Professional Standards</b> <ul style="list-style-type: none"> <li>● Maintained an accountability system of teaching and learning based on learning standards.</li> <li>● Facilitated and assisted teachers to improve student learning by effectively using student performance data to drive instructional decisions.</li> <li>● Developed and implemented results-driven, research-based collaborative professional development relative to the content standards and school improvement process.</li> </ul>				
CULTURE FOR LEARNING	4	3	2	1	MANAGEMENT	4	3	2	1
A culture for learning fosters success for all students by advocating, structuring, and sustaining high social and academic expectations as well as collaborating and communicating with school community members regarding the school's vision.					Management of the organization as well as human and fiscal resources promotes an optimal learning environment and an efficient school operation.				
<b>Professional Standards</b> <ul style="list-style-type: none"> <li>● Developed and maintained a professional culture with high social and academic expectations.</li> <li>● Provided opportunities for members of the school community to collaborate, develop leadership, and share responsibility for student learning.</li> <li>● Promoted equity, fairness and respect among members of the school community</li> </ul>					<b>Professional Standards</b> <ul style="list-style-type: none"> <li>● Ensured all responsibilities were carried out through appropriate management systems and routines.</li> <li>● Utilized principles of system management, organizational development, problem solving and decision making to handle the ongoing operation of the school.</li> <li>● Managed fiscal, human, and physical resources to support learning.</li> </ul>				

**A narrative, which includes a LEADERSHIP CAPACITY PERFORMANCE SUMMARY and IMPROVEMENT GOALS/DIRECTIONS, must be included on the following page(s).**

**Overall performance rating of unsatisfactory will require additional documentation.**

I certify that I have supervised and evaluated the professional performance of the above named  probationary  postprobationary employee, and I certify that to date this school year his/her overall performance  is satisfactory  is not satisfactory.

SUPERVISOR SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE SIGNATURE† \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

A response will be made on \_\_\_\_\_ (date).  A response was submitted on \_\_\_\_\_ (date).

†Your signature indicates you have received the evaluation form and not that you necessarily agree with the evaluation.

**LANDER COUNTY SCHOOL DISTRICT  
PERFORMANCE EVALUATION REPORT NARRATIVE  
SITE ADMINISTRATOR**

Name \_\_\_\_\_ SS# \_\_\_\_\_ Date \_\_\_\_\_ Page No. \_\_\_\_\_ of \_\_\_\_\_

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**LEADERSHIP CAPACITY SUMMARY:** (An analysis of demonstrated leadership capacity in the professional domains of Vision, Culture of Learning, Instruction and Management as identified by professional standards and indicators)

**IMPROVEMENT GOALS/DIRECTIONS:**

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Signature of Employee† \_\_\_\_\_ Date \_\_\_\_\_ Signature of Supervising Administrator \_\_\_\_\_ Date \_\_\_\_\_

†Your signature indicates you have received the evaluation form and not that you necessarily agree with the evaluation.