



NON SCHOOL-BASED ADMINISTRATOR'S SELF-ASSESSMENT

Administrator's Name _____ Employee ID No. _____

School _____ Evaluation Year _____

Assignment _____

JOB-SPECIFIC PROFESSIONAL KNOWLEDGE AND SKILLS			
	DOES NOT MEET	MEETS	EXCEEDS
The administrator exhibits accurate and current knowledge of the content and methodology required for the specific job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator exhibits technical skills required for the specific job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator demonstrates a variety of techniques and methodologies to address identified problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGEMENT SKILLS			
	DOES NOT MEET	MEETS	EXCEEDS
The administrator collaboratively develops, manages, supports, and assesses programs and annual plans that result in increased support to the educational environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator applies knowledge of national and state trends and division, department, and office emphases to initiate new approaches to tasks and projects for program alignment and improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator develops plans for effective allocation of fiscal and other resources to enhance the mission of the school system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator identifies, analyzes, and resolves issues using effective problem-solving techniques that result in a productive and positive environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator effectively employs various processes for gathering, analyzing, and using data for decision-making that is consistent with the goals of the school division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTIONAL SUPPORT			
	DOES NOT MEET	MEETS	EXCEEDS
The administrator demonstrates an understanding of the mission and goals of the school division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator demonstrates an understanding of the interrelationship between his or her own areas and the delivery of instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator designs and implements school based and non school-based staff development activities that support the instructional program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATION AND HUMAN RELATIONS

	DOES NOT MEET	MEETS	EXCEEDS
The administrator demonstrates effective oral and written communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator shows respect for individuals and models good human relations skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator recognizes and is sensitive to the multicultural and special needs of individuals, schools, staff, and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator understands, promotes and develops the interrelationship among school and community programs and services as they relate to division-wide goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONALISM

	DOES NOT MEET	MEETS	EXCEEDS
The administrator works in a collegial and collaborative manner with other administrators, school personnel and other related professionals and agencies to promote and support the mission and goals of the division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator models professional, moral, and ethical standards as well as personal integrity in all interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The administrator provides service to the profession, the division, and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Leadership Focus: