

Instructional Central Office Staff Summary Evaluation Worksheet

This form is used to summarize self-assessment and evaluator ratings in preparation for the final evaluation and goal-setting meeting. The instructional central office staff member should use this form to record his or her self-assessment ratings, and the evaluator should use this form to record performance ratings of the instructional central office staff member.

Name of instructional central office staff member: _____ Date: _____

District: _____

Name of evaluator: _____ Title: _____

Not Demonstrated																				
Developing																				
Proficient																				
Accomplished																				
Distinguished																				
	District Strategic Plan																			
	Leading Change																			
	Distributive Leadership																			
	Overall: Strategic Leadership																			
	Focus on Learning and Teaching; Curriculum, Instruction, & Assessment																			
	Overall: Instructional Leadership																			
	Focus on Collaborative Work Environment																			
	Acknowledges Failures; Celebrates Accomplishments and Rewards																			
	Efficacy and Empowerment																			
	Overall: Cultural Leadership																			
	Professional Dev./Learning Comm.																			
	Recruiting, Hiring, & Mentoring Staff																			
	Teacher and Staff Evaluation																			
	Overall: Human Resource Leadership																			
	School Resources and Budget																			
	Conflict Management & Resolution																			
	Systemic Communication																			
	District Expectations for Students and Staff																			
	Overall: Managerial Leadership																			
	Parent and Community Involvement and Outreach																			
	Federal, State, and District Mandates																			
	Overall: External Development Leadership																			
	Instructional Central Office Staff Member Micro-political Leadership																			
	Overall: Instructional Central Office Staff Micro-political Leadership																			
	Strategic Leadership																			
	Instructional leadership																			
	Cultural Leadership																			
	Human Resource Leadership																			
	Managerial Leadership																			
	External Development Leadership																			
	Micro-political Leadership																			

Instructional central office staff member signature _____ Date _____

Superintendent signature _____ Date _____