

ADMINISTRATIVE DOCUMENTED OBSERVATION

Updated 10/5/2020

Administrator		School	
Evaluator		Date	

Must be completed by June 1st of each year. Rate each component “U” for unsatisfactory, “E” for Emerging/Basic, “P” for Proficient, “D” for Distinguished

Ratings U/E/P/D	Domain 1: School Climate	Comments:
	A. School Culture – Administrator establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's career and life endeavors.	
	B. Communication – Administrator is proactive in communicating the vision and goals of the school or district, the plans for the future and the successes and challenges to all stakeholders.	
	C. Advocacy – Administrator advocates for education, the district and school, teachers, parents and students that engenders school support and involvement.	
	Domain 2: Collaborative Leadership	
	A. Shared Leadership – Administrator fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth.	
	B. Priority Management – Administrator organizes time and delegates responsibilities to balance administrative/management, educational, and community leadership priorities.	
	C. Transparency – Administrator seeks input from stakeholders and takes all perspectives into consideration when making decisions.	
	D. Leadership Renewal – Administrator strives to continuously improve leadership skills through professional development, self-reflection,	
	E. Accountability – Administrator establishes high standards for professional, legal, ethical and fiscal accountability for self and others.	
	Domain 3: Instructional Leadership	
	A. Innovation – Administrator seeks and implements innovative and effective solutions that comply with general and special education law.	
	B. Instructional Vision – Administrator insures that instruction is guided by a shared, research-based that articulates what students do to effectively learn the subject.	
	C. High Expectations – Administrator sets high expectations for all students, academically, behaviorally, and in all aspects of student well-being.	
	D. Continuous Improvement of Instruction – Administrator has proof of proficiency in assessing teacher performance based upon the Danielson Framework for Teaching. Aligns resources, policies, and procedures toward continuous improvement of instructional practices guided by the instructional vision.	
	E. Evaluation – Administrator uses teacher/administrator evaluation and other formative feedback mechanisms to continuously improve teacher/administrator effectiveness.	
	F. Recruitment and Retention – Administrator recruits and maintains a high quality staff.	

	Additional Comments / Justification / Evidence Where Applicable
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ADMINISTRATIVE SUMMATIVE EVALUATION

Must be completed by June 1st of each year

PROFESSIONAL PRACTICE OVERALL SCORE: (includes each component’s ratings on the observation form, other evidence, student achievement, input, etc.)

Unsatisfactory _____	Basic _____	Proficient _____	Distinguished _____
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I recommend:	
<input type="checkbox"/>	Continued Employment
<input type="checkbox"/>	No recommendation at this time
<input type="checkbox"/>	Professional Assistance Plan (attached)
<input type="checkbox"/>	Probation Plan (attached)
<input type="checkbox"/>	Non-renewal / Non-employment

I understand a copy is being placed in my personnel file in accordance with Idaho Code 33-518. Signature does not indicate agreement or disagreement with the statements herein.

 Administrator Signature Date

 Evaluator Signature Date