

Central Office Administrator Portfolio Assessment Rubric

Check one

Self Assessment

Administrator Assessment

Each item in the portfolio will be rated 1 (ineffective), 2 (minimally effective), 3 (effective) and 4 (highly effective). The following descriptions represent the interpretations of specific numerical designations:

1. The administrator's performance or portfolio has missing skills or components. Performance or portfolio component needs to be drastically improved and additional support is required.
 2. The administrator's performance or portfolio component falls short of standard expectation. Performance or portfolio component needs to be improved.
 3. The administrator's performance or portfolio component meets expectations.
 4. The administrator's performance or portfolio component clearly exceeds expectations.
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1. Portfolio Items

Items significant to your roles and responsibilities are included in your portfolio and it is organized in a manner so each item can be easily located.

1 2 3 4

Comments:

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2. Personal/Building Mission Statement and Professional Goals

Your professional goals are reflective of your mission and will assist you in fulfilling that mission and your goals are connected to the district wide Vision as well. (Student Focused, Team Driven, Globally Competitive with a Hometown Spirit and is connected to the Graduate Profile and Non-Negotiable Goals.)

Leadership Trait: _____

1 2 3 4

Comments:

3. Improvement or Goal Plan for Your Department

You have documented goals for your department and have evidence for meeting those goals. **Student data is included in the goals and evidence of meeting those goals**

Leadership Trait: _____

1 2 3 4

Comments:

4. Meeting Agendas

Agenda items for meetings are aligned with your Improvement or Goal Plan.
Student data is part of your agenda discussions on a regular basis.

Leadership Trait: Intellectual Stimulation

1 2 3 4

Comments:

5. Evaluations of Staff (if applicable)

Required evaluations are completed and contain evidence to support ratings of performance provided. Student achievement data is included and 80% of the staff you evaluate are showing growth in student achievement and or meeting the requirements as stated in the IEPs.

Leadership Trait: Monitor/Evaluate, Knowledge of Curriculum, Instruction and Assessment

1 2 3 4

Comments:

6. Overall Written and Oral Communications

Writes concise, organized, and clear communications that meet appropriate objectives; conveys ideas persuasively and clearly orally.

Leadership Trait: Inspires Innovation, Flexibility

1 2 3 4

Comments:

7. Planning and Organizing

Sets objectives; establishes work plans, considers priorities in completing objectives, forecasts problems and changes.

Leadership Trait: Flexibility

1 2 3 4

Comments:

8. Working With Others/ Employee Involvement

Maintains a positive working relationship with staff, students, community, and other colleagues. Involves employees in the identification and solution for work-related problems, goals and objectives, makes effective use of personnel, and encourages open communication.

Leadership Trait: Intellectual Stimulation, Change Agent

1 2 3 4

Comments:

9. Innovation and Creativity

Develops and implements new solutions, new procedures, new concepts and designs and/or new applications of existing designs or procedures, demonstrates imagination and originality.

Leadership Trait: Inspires Innovation

1 2 3 4

Comments:

10. Leadership Skills

Excels in the leadership skills designated by district and self-selected (with approval from the Superintendent) necessary to promote positive change in the district. Portfolio contains evidence of these leadership areas and feedback from the staff. (See Addendum A for additional information on these leadership traits.)

- A. Inspires Innovation (optimize)
- B. Change Agent
- C. Intellectual Stimulation
- D. Flexibility
- E. _____
- F. _____
- G. _____

1 2 3 4

Comments:

Prepared by: Michelle Cline

Evaluator's Signature _____

Narrative Attached Yes No

Employee's Signature _____ (not necessary for Self Eval)

I plan to attach a response to this report: Yes No

Employee's signature is not interpreted as agreement but only an indication that the employee has reviewed the evaluation.