



Columbus City Schools

Non-School Based Administrator Evaluations Evaluatee Training

PROFESSIONAL LEARNING AND LICENSURE



Goals for Today

- Review the Non-School Based Administrator Evaluation Process for the 2025-2026 School Year
- Understand the Evaluation Expectations
- Locate Resources and Points of Contact
- Gain an Overview of Perform

Non-School Based Administrator Evaluation Components for Year Contract **Is Expiring**

Professional Growth/Goal Setting Plan

- The evaluated employee drafts the plan in Perform by the evaluator's requested date.
- The evaluator conducts a conference to discuss and finalize the plan in Perform.

Preliminary Evaluation

- The evaluated employee completes the optional Preliminary Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Preliminary Evaluation form in Perform.

Preliminary Evaluation Conference

- The evaluator conducts a Preliminary Conference with the administrator to discuss the Preliminary Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Final Evaluation

- The evaluated employee completes the optional Final Evidence Worksheet in Perform by the evaluator's requested date.
- The evaluator completes the Final Evaluation form in Perform.

Final Evaluation Conference

- The evaluator conducts a Final Conference with the administrator to discuss the Final Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Non-School Based Administrator Evaluation Components for Year Contract Is Not Expiring

Professional Growth/Goal Setting Plan

- The evaluated employee drafts the plan in Perform by the evaluator's requested date.
- The evaluator conducts a conference to discuss and finalize the plan in Perform.

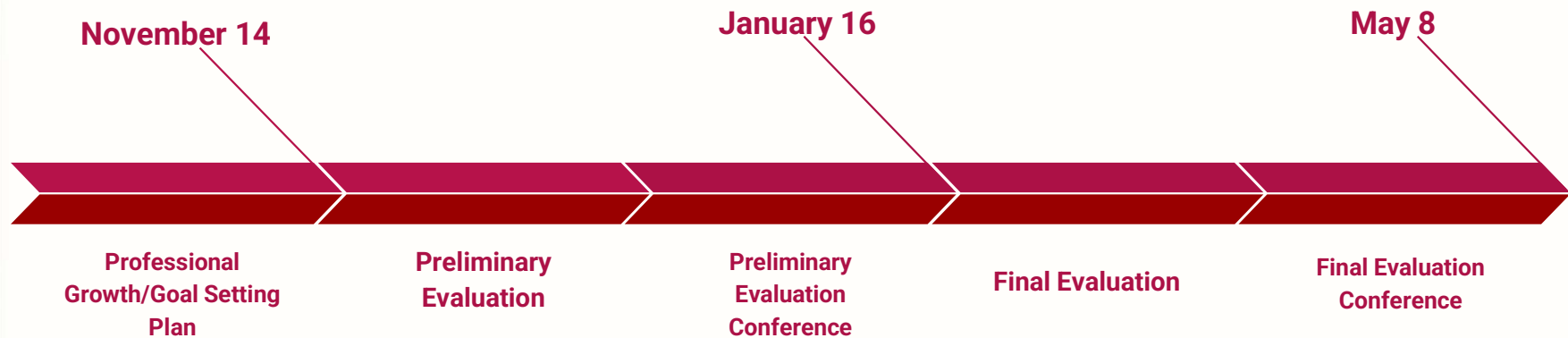
Final Evaluation

- The evaluated employee completes the optional Final Evidence Worksheet in Perform by the evaluator's requested date.
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Final Evaluation Conference

- The evaluator conducts a Final Conference with the administrator to discuss the Final Evaluation and check progress on the Professional Growth/Goal Setting Plan.

Evaluation Timeline



Evaluation Timelines/Processes/Resources are located on the [ILEAD webpage](#).

Evaluation Expectations

- Use the evaluation as a tool for growth
- Follow evaluation processes and deadlines
- Utilize a variety of evidence, conversations, data, etc.
- Align goals to the Board goals
- Align goals to your evaluator's goals, if requested
- Be open to feedback
- Engage in two-way conversations

Reminders



- Watch for email messages from HR Evaluations
- Contact PL&L at any time for support/questions
- Check Perform for accuracy (beginning October 27)
 - Please notify PL&L with errors
- Access [ILEAD webpage](#) for information and resources
 - Perform User Guides/Videos
 - Evaluation Process and Deadlines
 - Evaluation Record Change Request Form
 - Rebuttal Form
 - Appeal Form

Perform Training

Victoria Grammas

Employee Training Perform

Presented by: Victoria Grammas



Agenda

- 1 Basic Navigation
- 2 How to view evaluation assignments and interact with the forms
- 3 How to sign a completed evaluation
- 4 Viewing/Printing completed forms
- 5 Questions

Basic Navigation

My Folder

- ✓ Default home page, shows any open tasks for your user
- ✓ Legend Icon – quick form status

Signatures

- ✓ Your needed signatures

Hide Icon Legend

- Meeting
- Meeting Completed
- To Do
- To Do Completed
- Unopened Form
- Form in Progress
- Revision Requested
- Form Submitted
- Form Has Attachments
- Shared Task
- Form Collaboration
- Task Complete

My Folder

Signatures

School Year

2025/2026

#	Task	Process	Scheduled	Due
3	Preliminary Evidence Workshee...	Non-School Based Administrators - Prel. & Final		
6	Final Evidence Worksheet - No...	Non-School Based Administrators - Prel. & Final		

Go To Form

Go To Form

Completed forms and tasks can be found in the History tab

Show Icon Legend

Accessing Assigned Tasks

Incomplete Tasks

My Folder

Signatures

School Year: 2025/2026

#	Task	Process	Scheduled	Due
3	Preliminary Evidence Workshee...	Non-School Based Administrators - Prel. & Final		Go To Form
6	Final Evidence Worksheet - No...	Non-School Based Administrators - Prel. & Final		Go To Form

i Completed forms and tasks can be found in the History tab
[Show Icon Legend](#)

Forms and Actions

- ✓ Adding an Artifact
- ✓ SAVE PROGRESS – Saves your work. *(system also autosaves work as you go)*
- ✓ SAVE AND SUBMIT – Finalized the form, locks it, and starts the workflow process. *(workflow is the electronic routing of the form to next person to interact with form)*

Preliminary Evaluation - Non-School Based Administrator

Responsible: A. Admin1 Rachel Green Building: 6TH STREET ANNEX

Task: Preliminary Evaluation - Non-School Based Administrator

ADMINISTRATOR (evaluatee)
Rachel Green

SCHOOL DEPARTMENT
6TH STREET ANNEX

SUPERVISOR (evaluator)
Administrator Admin1

DATE required
10/08/2025 Allowed format is MM/DD/YYYY Ex: 10/17/2025

Directions: Evaluate the administrator's performance in each of the following categories:

- Productivity/Goal Attainment
- Effective Leadership/Community Partnerships
- Strategic Planning
- Information Analysis

1. PRODUCTIVITY / GOAL ATTAINMENT

Criteria:

Performs all areas of job tasks and responsibilities with attention given to detail and quality; performs duties in accordance with Board of Education policies and regulations, and approved administrative policies and procedures; fulfills legal and contractual obligations; provides requested/required information in a timely manner; provides products/services; evaluates staff to ensure department and district goals are met.

Possible Sources of Evidence:

- Evidence of completing job tasks and responsibilities
- Evidence of submitting reports by the deadline
- Evidence of completing and submitting effective staff evaluations
- Evidence of exercising good judgment in crisis situations
- Evidence of meeting timeline and goals

Productivity / Goal Attainment Rating

Meets Standard Satisfactory Progress Made Does Not Meet Standard

We have discussed the evaluation summarized above. The administrator's electronic signature does not necessarily indicate that he/she agrees with the evaluation or comments indicated.

Artifacts

Date Added	Added By	Associated With	Type	Title	Content
No data available in table					

Showing 0 to 0 of 0 entries

Attached Workflow SV Sig + DR Sig

Current Status Draft

Workflow Steps

Step	Status	Action
1	Forfeiting	Signature by Supervisor/Evaluator
2	Forfeiting	Signature by Direct Report: Rachel Green

✓ Saved at 9:53:00am

Form Tools

- ✓ Left side is form you are currently working on, filling out an evaluation
- ✓ Tools in middle open up a **view only** of other forms in the same process
- ✓ Right side is view of form for reference

7. CUSTOMER SATISFACTION

Criteria:

Maintains ongoing communication with internal and external customers and other key stakeholders; ensures that interactions with all customers are welcoming; develops specific plans for increasing customer satisfaction; establishes community partnerships; and collaborates that benefit work efforts; provides for effective relationships with stakeholders to support and enhance the school/department's ability to improve programs; identifies the needs of the school/department and of every stakeholder; assesses stakeholder satisfaction, and takes action to improve or correct areas in which satisfaction is low.

Possible Sources of Evidence:

- Evidence will include verbal and written feedback obtained from all customers and stakeholders
- Evidence will include results from customer surveys
- Evidence should include intervention strategies used to support the district in accomplishing its goals
- Evidence should include analysis of departmental results

Meets Standard Satisfactory Progress Made Does Not Meet Standard

Customer Satisfaction Rating

Evaluator's Comments - Customer Satisfaction

8. INTERPERSONAL COMMUNICATION AND RELATIONSHIPS

Forms

Forms Building: 6TH STREET ANNEX Rachel Green Responsible: A. Admin1

1 PRELIMINARY EVALUATION - NON-SCHOOL BASED ADMINISTRATOR

3 ADMINISTRATOR (evaluatee)

4 Rachel Green

6 SCHOOL DEPARTMENT

7 6TH STREET ANNEX

SUPERVISOR (evaluator)

Administrator Admin1

DATE

10/08/2025

Directions: Evaluate the administrator's performance in each of the following ten areas:

- Productivity/Goal Attainment
- Effective Leadership/Community Partnerships
- Strategic Planning
- Information Analysis
- Resource Management/Budgeting
- Staff Development
- Customer Satisfaction

Signatures & Mailbox

- ✓ Click icon or Signatures on Left
- ✓ View and sign your own signature tasks

The screenshot shows the PowerSchool Perform interface. At the top, there is a blue header bar with the 'Perform' logo on the left, a user profile 'ing - Monica Gellar' with an 'End' button in the center, and a notification icon with a red '2' on the right. Below the header, the left sidebar contains a 'My Folder' icon and a 'Signatures' icon, both highlighted with red boxes. The main content area is titled 'Approvals' and 'Documents Awaiting Your Signature'. It contains a table with the following data:

Document	Direct Report	Process	Action Required
Preliminary Evaluation - Non-School Based Administrator	M. Gellar	Non-School Based Administrators - Prel. & Final	Signature by Monica Gellar
Professional Growth/Goal Setting Plan - Non-School Based Administrator	M. Gellar	Non-School Based Administrators - Prel. & Final	Signature by Monica Gellar

Below the table, there is a pagination control showing '1' of '2' items. At the bottom right, there is a 'Bulk Action' dropdown menu set to '20 per page' and a 'Go' button.

Adding Evidence

Navigate to My Folder, Evidence, click ADD ARTIFACT in lower left [Add Artifact](#)

1. Follow prompts, SAVE ARTIFACT

The screenshot shows the PowerSchool interface with the 'My Folder' menu open, highlighting 'Evidence'. The 'Add Artifact' dialog box is open, showing the 'Title' field with the placeholder 'you add a title', the 'File Upload' option selected, and the 'Network Exclusions.pdf' file name. The 'Replace list file' button is highlighted. The 'URL' option is also visible. The 'Associate the artifact with one or more rubric items' checkbox is unchecked. The 'Cancel' and 'Save Artifact' buttons are at the bottom right.

Viewing and Printing a Completed Form

My Folder, History, find the form, click VIEW

[View](#)

Preliminary Evaluation - Non-School Based Administrator

Responsible: A. Admin1 Monica Gellar Building: Example Location

Task: Preliminary Evaluation - Non-School Based Administrator

3. STRATEGIC PLANNING

Criteria:

Considers all relevant internal and external factors in developing long-term department strategy; ensures that the strategy addresses the needs of the district and/or stakeholder groups; incorporates technology, staff development, and assessment into the department strategy; utilizes the district's mission as a basis for prioritizing needs and deploying and aligning resources; develops effective strategies for improvement in efficiency; sets meaningful goals based on current level of performance, performance of comparable schools/ departments and district and state standards.

Possible Sources of Evidence:

- Evidence should include staff planning and implementation of intervention strategies
- Evidence should include use of district and departmental data to improve achievement
- Evidence should include strategies to improve operational efficiency

Strategic Planning Rating

Meets Standard Satisfactory Progress Made Does Not Meet Standard

Evaluator's Comments - Strategic Planning

SSS

Not Completed

Completed By

n1, Administrator [View](#)

n1, Administrator

n1, Administrator [View](#)



Let's Look at the Live System



Professional Learning and Licensure

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