

Non-School Based Administrator Goals & Evidence Criteria

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.

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

2. Effective Leadership/Community Partnerships

Criteria:

Develops a clear mission based on district goals involving all key stakeholders; clearly communicates the mission to staff, and community members; clearly communicates expectations of what staff should know and be able to do; communicates high expectations to staff and other stakeholders; facilitates appropriate district approved community partnerships; makes important decisions promptly; follows through on decisions and commitments; involves others in decision making when appropriate; empowers others by delegating authority; uses effective communication skills to manage group processes; anticipates problems, and has plans and strategies in place to deal with them.

Evidence:

- Evidence will include documentation from department reports
- Evidence will include administrator's ability to effectively lead a group of people to achieve department goals.
- Evidence should include incorporation of community resources which enhance district goals.

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.

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

4. Information Analysis

Criteria:

Uses specific measures, both common and unique, to track performance in areas of importance to the school/department and district's mission and goals; utilizes data to establish priorities for improvement, guides decisions on resource allocation, and identifies opportunities for innovation; utilizes disaggregated data to identify areas of concern; assesses performance and progress relative to comparable schools/departments and to state and district standards; uses data to assess program effectiveness relative to cost.

Evidence:

- Evidence should include intervention strategies used to support the district in accomplishing its goals
- Evidence should include analysis of departmental results
- Evidence should include how information is shared with staff and district team
- Evidence should include the use of gap and item data analysis data by staff members to improve delivery of service in accomplishing district goals

5. Resource Management/Budgeting

Criteria:

Indirectly or directly develops and monitors school/department budget; demonstrates sound fiscal management by containing costs and remaining within budget; complies with district financial policies, procedures, and schedules; identifies and accesses outside funding sources to better support educational programs and or department initiatives; uses human, material and financial resources effectively to support school/department goals.

Evidence:

- Evidence will include administrator's understanding of the department budget with attention paid to expenditures and encumbrances.
- Evidence will include overseeing purchasing of material for staff
- Evidence will include managing human resources to enable the district to achieve its goals
- Evidence will include fiscal responsibility and adherence to districts financial procedures utilizing all school funds. (i.e.; grants and general fund)
- Evidence will include management of processes to contribute to community outreach/inclusion goals
- Evidence will include attention to equity issues

6. Staff Development

Criteria:

Develops and implements a comprehensive staff development program that addresses school/department needs and contributes to improved performance of staff; reinforces staff knowledge and skills through targeted professional growth activities; delivers orientation and training for new staff members; utilizes staff input, evaluation measures, department performance, staff performance, and other factors to improve training offerings.

Evidence:

- Evidence will include alignment of professional development activities with departmental needs
- Evidence will include the administrator working with staff members to assist them in professional development that will meet departmental needs
- Evidence will include how staff members utilize professional development training in departmental productivity

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 collaborations 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.

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

8. Interpersonal Communication and Relationships

Criteria:

Communicates effectively in written and oral form with staff, colleagues, students, parents, and key stakeholders; demonstrates positive interpersonal relations with students, staff, other administrators, parents and community members; considers others' ideas and points of view; establishes practices that lead to cooperation and collaboration; utilizes cultural sensitivity and awareness in interactions with others; seeks and uses feedback from staff, and community members and key stakeholders, develops strategies to address cultural diversity.

Evidence:

- Evidence will include administrator's ability to manage and resolve conflict
- Evidence will include administrator's timely responsiveness to employee/student/parents/stakeholders concerns
- Evidence will include results from customer surveys
- Evidence will include attention to equity issues

9. Job Knowledge

Criteria:

Demonstrates proficiency in all job related functions; has a working knowledge of overall departmental responsibilities; has a general knowledge of overall staff duties and responsibilities; develops and implements a comprehensive personal development plan that addresses school/department needs and contributes to improved performance; reinforces individual knowledge and skills through targeted professional growth activities; maintains knowledge of current industry practices. knowledge of board policies and state law as appropriate.

Evidence:

- Evidence of knowledge of job responsibilities
- Evidence will include alignment of professional development activities with departmental needs
- Evidence will include the administrator's working knowledge of industry practices that will meet departmental needs
- Evidence will include how the administrator utilizes professional development training in departmental productivity

10. Professional Conduct

Criteria:

Exercises good judgment and takes responsibility for actions; demonstrates conscientiousness, trustworthiness, dependability, accountability, and integrity; demonstrates awareness of and appreciation for cultural diversity; protects the rights and confidentiality of staff and customers.

Evidence:

- Evidence will include feedback from staff and customers
- Evidence will include administrator's professional attire
- Evidence will include using good judgment when making decisions
- Evidence will include investigations conducted and resolutions