

Columbus Administrator Evaluation System (Non-School Based) Evidence Worksheet 2024-2025 SY

Administrator:

Evaluator:

School:

Date:

	Definition of Evidence	Evidence
Productivity/ Goal Attainment	<p>Evidence:</p> <ul style="list-style-type: none"> • 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 	
Effective Leadership/ Community Partnership	<p>Evidence:</p> <ul style="list-style-type: none"> • 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 	
Strategic Planning	<p>Evidence:</p> <ul style="list-style-type: none"> • Evidence should include staff planning and implementation of intervention strategies • Evidence should include use of district and departmental data to improve operational efficiency and/or student achievement • Evidence should include strategies to improve operational efficiency and or student achievement 	
Information Analysis	<p>Evidence:</p> <ul style="list-style-type: none"> • 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 	

Category	Evidence
Resource Management/ Budgeting Evidence: <ul style="list-style-type: none"> • 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 it's goals • Evidence will include fiscal responsibility and adherence to district's financial procedures utilizing all school funds. (ie; grants and general fund) • Evidence will include management of processes to contribute to community outreach/inclusion goals • Evidence will include attention to equity issues 	
Staff Development Evidence: <ul style="list-style-type: none"> • 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 administrator's personal professional development • Evidence will include how staff members utilize professional development training in departmental productivity 	
Customer Satisfaction Evidence: <ul style="list-style-type: none"> • 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 it's goals • Evidence should include analysis of departmental results 	

Interpersonal Communication
and Relationship

Category	Evidence
Evidence: <ul style="list-style-type: none"> • Evidence will include administrator's ability to manage and resolve conflict • Evidence will include administrator's timely responsiveness to employee and or/student/parent concerns • Evidence will include results from customer surveys • Evidence will include attention to equity issues 	
Evidence: <ul style="list-style-type: none"> • 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 administrator's personal professional development • Evidence will include how the administrator utilizes professional development training in departmental productivity 	
Evidence: <ul style="list-style-type: none"> • 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 	

Job Knowledge

Professional Conduct