

**East Allen County Schools
Performance Evaluation
and Professional Development Review**

Administrator's Name: _____ Location: _____ Position: _____

Evaluator's Name: _____ Location: _____ Position: _____

Review Period: From _____ to _____.

Date of Evaluation Conference: _____

SECTION A. Evaluation of position responsibilities and performance for review period:

- 1. Annual goals for this review period are attached. (Date submitted: _____). **Due October 15th**
- 2. Goals are reviewed. (Date reviewed: _____). **Due February 15th**
- 3. Report on accomplishments for this review period is attached. (Completion date: _____). **Due June 1st**

15 ←————→ **0**

Identify goals established at beginning of review period.	Fully Completed	Partially Completed	Not Completed
1. <u>District Initiative Goal (15 points):</u>			
2. <u>Building Level Goal (15 points):</u>			
3. <u>Personal Goal (15 points):</u>			
4. <u>Other:</u> Set mutually between supervisor and evaluatee as requested. (5 points)			

15 ←————→ **0**

SECTION B. Evaluation of professional skills (where appropriate to position). (Please refer to the attached rubric for clarification of each category.)

	4 pts. Commendable	3 pts. Above Standard	2 pts. Competent	1 pt. Needs Improvement
1. LEADERSHIP: Exercises sound judgment. Sets a positive example. Maintains high ethical standards; supports EACS mission and policies.				
2. MANAGEMENT: Plans, executes and delegates work effectively. Manages financial, material and human resources efficiently. Provides appropriate direction and professional development opportunities for subordinates.				
3. PROBLEM SOLVING AND INNOVATION: Produces creative, innovative, workable solutions.				
4. EVALUATION & SUPERVISION: Conducts evaluation and supervisory responsibilities in a timely and effective manner.				
5. TEAMWORK: Works effectively in a team environment. Interacts with coworkers in a positive and cooperative manner. Asks for help when needed, and offers assistance to others.				
6. JOB KNOWLEDGE: Demonstrates competence in skills and knowledge of functional areas. Understands job requirements, internal and external procedures and regulations, and how position interacts with and supports other areas of EACS.				
7. COMMUNICATION: Speaks, writes and presents effectively. Listens well and clarifies questions. Interacts professionally with students and staff. Keeps appropriate people informed on status of projects and key issues.				
8. INTERPERSONAL SKILLS: Is aware of and sensitive to needs of others. Considers both sides of an issue. Maintains cooperative and effective working relationships.				
9. RESPONSIVENESS: Is results oriented and assumes responsibility and accountability for own work. Responds appropriately to internal and/or external requests for assistance. Demonstrates initiative and flexibility.				
10. VISIBILITY: Is highly visible in the workplace. Is accessible and responsive to clients and the community.				

SECTION C. Professional Development: Professional Plans for upcoming year have been reviewed and are attached; Professional Development Log completed for final review.

A. Conferences, Workshop, Seminars Attended:

- 5 or more sponsoring organizations +3
- 4 sponsoring organizations +2
- 3 sponsoring organizations +1

- 2 or less sponsoring organizations 0 Points awarded ____

B. Professional Presentations Made to Other Professional Staff:

:Members:

- 5 or more different presentations given +2
- 4 presentations given +1
- 3 or less presentations given 0 Points awarded ____

C. Books Read on Professional or Research Development Topics:

- 3 or more different books read +2
- 2 read +1
- 1 read 0 Points awarded ____

D. Professional Journals Regularly Read:

- 5 or more different Journals read +1
 - 4 or less read regularly 0
- Points awarded ____

E. Visitations or Observations of Other Schools or Staff

- 3 or more different visitations +1
 - 2 or less visitations 0
- Points awarded ____

F. Other Professional or Personal Development Activities:

- 3 or more additional professional or personal development activities +1
 - 2 or less activities 0
- Points awarded ____

Total Points Available: 10
Points Assigned: _____

SECTION D. Accomplishment: Identify any extraordinary achievements, notable service and/or exemplary contributions: 1) To EACS, 2) In Indiana, or 3) Regionally or nationally. Additional pages may be attached. (Must have at least 68, or more, points on Sections A and B to be counted.)

Total Points Available: 10
Points Assigned: _____

ADDITIONAL RECOMMENATIONS AND COMMENTS: *(Textbox will expand as text is added.)*

Overall Performance Rating and Point Total Assigned:

Points: A_____ B_____ C_____ D_____

Total Point Rating: _____

SUMMATIVE WITH CONTRACT RECOMMENDATION: *(Textbox will expand as text is added.)*

**SIGNATURES MOVED TO END OF DOCUMENT*

Signature of Administrator

Date

Signature of Supervisor

Date