

## Performance Evaluation Input Form on an Administrator

The following performance input tool will be forwarded to the appropriate supervisor of the individual upon whom you are commenting. The form may be shared with that individual. The input may be utilized by the supervisor in better understanding how others view the performance of the individual upon whom you are commenting.

I am a: Student  Parent  Certified ASD employee  Community Member  Non-Certified ASD employee

1. Name of the employee on whom you are providing input: \_\_\_\_\_

2. Employment location of the employee on whom you are providing input: \_\_\_\_\_

3. Direct supervisor of the employee on whom you are providing input (if known): \_\_\_\_\_

4. (required) I have observed the employee's job performance.

A great deal  Frequently  Somewhat  Never

**I would categorize the employee's job performance in the following standards as:**

5. *The administrator provides leadership for the educational organization.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

6. *The administrator guides instruction and supports an effective learning environment.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

7. *The administrator oversees the implementation of curriculum.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

8. *The administrator coordinates services that support student growth and development.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

9. *The administrator provides for staffing and professional development to meet student-learning needs.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

10. *An administrator uses assessment and evaluation information about students, staff, and the community in making decisions.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

11. *The administrator communicates with diverse groups and individuals with clarity and sensitivity.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

12. *The administrator acts in accordance with established laws, policies, procedures, and good business practices.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

13. *The administrator understands the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

14. *The administrator facilitates the participation of parents and families as partners in education of children.*

Excellent  Good  Competent  Poor  Very poor  Not observed  I don't know

15. (optional) Please provide any additional input about the employee's job performance you would like to share with their supervisor (use the back if hard copy form).

Date submitted: \_\_\_\_\_ Name (optional) \_\_\_\_\_

2011-2012

Routing: Return to supervisor. If unknown, please send to the ASD Human Resources Department