



ADMINISTRATOR EVALUATION REPORT

Name: \_\_\_\_\_ School: \_\_\_\_\_

No. of years in your present position: \_\_\_\_\_ No. of years as principal/vice-principal \_\_\_\_\_

Present Position: \_\_\_\_\_ Supervisory time: \_\_\_\_\_

Grade levels: \_\_\_\_\_

Date: \_\_\_\_\_

COMPONENTS OF EVALUATION:

Rate each of the categories below with an X using the following guide.

Descriptors

- Proficient (P) Consistently meets position requirements for school administration and demonstrates solid in-depth understanding in educational leadership.
Progressing (PG) Consistently meets position requirements for school-based administration and shows growth in educational leadership.
Unsatisfactory (U) Not meeting standards. Performance needs upgrading.
N/A Does not apply.

Table with 4 columns (U, PG, P, N/A) and 14 rows for Domain 1: Ethical Leadership, including categories like Appropriate Educational Programming for Inclusion, Code of Conduct, Collaborative Decision Making, etc.

Table with 4 columns (U, PG, P, N/A) and 12 rows for Domain 2: Instructional Leadership, including categories like Coaching / Formative Development, Data Tracking Procedures for Continuous Student Improvement, Essential Learnings, etc.

The personal information contained on this form is collected and protected under the authority of the PSA and FIPPA and will be used and disclosed for personnel administration and payroll purposes. If questions about the collection of this information, contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Ave., Wpg, MB R3J 0H8, (204) 888-7951



**Domain 2: Instructional Leadership**

	U	PG	P	N/A
Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visibility and Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Domain #3: Managerial Leadership**

	U	PG	P	N/A
Budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Leadership Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUPE Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MANTE Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Plant and Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timetabling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OVERALL RATING:**  Satisfactory  
 Unsatisfactory

**EVALUATOR'S COMMENTS:**

Where the administrator does exceptional work at the divisional, provincial, or national level the evaluator may consider a component to be distinguished/exemplary. Components deemed to be distinguished/exemplary or unsatisfactory require comments. If space is insufficient, please attach additional pages as needed.



**EVALUATOR'S COMMENTS Continued:**

[Empty box for Evaluator's Comments]

**SUMMATIVE STATEMENT:**

[Empty box for Summative Statement]



**SUMMATIVE STATEMENT continued:**

[Empty box for Summative Statement content]

**RECOMMENDATIONS:**

[Empty box for Recommendations content]



RECOMMENDATIONS Continued:

[Large empty rectangular box for recommendations]

I acknowledge receipt of a copy of this report:

\_\_\_\_\_  
Evaluator's signature(s)

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Title(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Administrator's comments attached: Yes  No