

**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**

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

**Domain 1: Ethical Leadership**

	<b>U</b>	<b>PG</b>	<b>P</b>	<b>N/A</b>
<i>Appropriate Educational Programming for Inclusion</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Code of Conduct</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Collaborative Decision Making</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Constructively Manages and Implements Policy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Induction of New Staff</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Managing Diversity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Oral and Written Communication</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Professional Self-Control</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Recognition of Staff and Students</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Resilience</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Resolving Concerns</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>School Procedures/Planning – MB Education</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>School Procedures/Planning – School Division Policies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Student Voice</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Values, Vision, and Mission</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Domain 2: Instructional Leadership**

	<b>U</b>	<b>PG</b>	<b>P</b>	<b>N/A</b>
<i>Coaching / Formative Development</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Data Tracking Procedures for Continuous Student Improvement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Essential Learnings</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Facilitates School Wide PD Focus and Application of Learning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Individual Professional Growth Plans</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Learning Communities</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Personal Professional Development Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Personal Understanding of Education Research Trends</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>School and the Community</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Student Services, ESS and Other Agencies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Teacher Candidates</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:**

**SUMMATIVE STATEMENT:**



**SUMMATIVE STATEMENT continued:**

**RECOMMENDATIONS:**



**RECOMMENDATIONS Continued:**

I acknowledge receipt of a copy of this report:

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Administrator's comments attached: Yes ☐ No ☐