

**Lansing School District
Administrative Performance Review
Departmental and Non-Instructional Staff**

Employees' Name _____

Title _____

Evaluator _____

School Year _____

Lansing School District

The Administrative Performance Review instrument is designed to focus on job responsibilities, leadership qualities and individual performance objectives. It is intended to provide a mechanism for feedback and communication between individual employees and their supervisors to encourage personal growth and skill development. The Administrative Performance Review will also be used to determine annual administrator effectiveness ratings.

Part One: Job Responsibilities

The employee will satisfactorily meet the responsibilities listed in his/her job summary and will be assessed by the evaluator at the end of the evaluation period.

Part Two: Objectives

Using information from a variety of sources, the employee and the evaluator will mutually develop objectives for the employee at the initial evaluation meeting. These objectives will be aligned with the district and school building improvement plans. An objective is required in each of these areas for all administrators:

- Departmental Goals
- District Goals – Related to Student Growth
- Professional Growth

Part Three: Year-End Evaluation

Individual performance shall be the majority factor in making the decision about administrator effectiveness and shall consist of, but is not limited to evidence of student growth, which shall be used in assessing an administrator's individual performance in a year-end evaluation as shown in the chart below.

Job responsibilities, leadership qualities, and performance on school improvement and professional growth objectives are additional factors that will be used to determine administrator effectiveness.

School Year	% of Student Growth in Year-end Evaluation
2020-2021	5%
2021-2022	25%
2022-2023	40%
2023-2024	50%

Part Two: Objectives

Date of Initial Goal Setting Meeting: _____

An annual objective will be developed in each of the three areas: Department Goals, District Goals and Professional Growth. Administrators will provide multiple measures from relevant data sources to demonstrate progress or completion of an annual objective.

Performance Areas	Performance Objectives (Includes Statement of Measurable Outcome)	Evidence you will provide to demonstrate successful completion of objective *
Department Goals 5%		
District Goals- Related to Student Growth 5%		
Professional Growth 5%		

This section to be completed by the Evaluator

Assessment of Employee's Performance			
Ineffective <60%	Minimally Effective 61%-75%	Effective 76%-89%	Highly Effective >90%
Comments:			

* May attach additional documentation to this tool to demonstrate successful completion of objectives.

Part Three: Year-End Evaluation – Overall Performance Rating and Evaluator’s Summary/Recommendations

This section to be completed by the Evaluator

This section to be completed by the Evaluator

Assessment of Employee’s Performance			
Ineffective <60%	Minimally Effective 61%-75%	Effective 76%-89%	Highly Effective >90%
Comments:			

Evaluator’s Signature: _____ **Date:** _____

This section to be completed by the employee

Employee’s Comments (Optional)

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- I have reviewed this Performance Review with my immediate supervisor and I agree with the performance rating.
- I have reviewed this Performance Review with my immediate supervisor and I disagree with the performance rating. (A summary including the reason(s) for your differing viewpoint must be submitted to your immediate supervisor within two weeks of your review meeting. This summary should be attached to the Performance Review and submitted to Human Resources for inclusion in your personnel file.

Employee’s Signature: _____ **Date:** _____

Note: Employees and the Evaluator will meet at least annually, more often if necessary, to review the employee’s performance.