

<p style="text-align: center;">Lansing School District Administrative Performance Review</p>
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Employees' Name:

Title: Administrator

Evaluator:

School Year: 2013-2014

Timelines	Due Date	Date Completed
Agreement on Goals	September 30	September 20
Year-end Evaluation	March 31 March 1 for Administrators who may be non-renewed for performance	

LansingSchool 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 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:

- Student Growth
- School Improvement
- 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
2012-2013	5%
2013-2014	25%
2014-2015	40%
2015-2016	50%

Part One: Job Responsibilities (50 % of total evaluation)

The employee’s performance of the following job responsibilities will be rated by the evaluator on a scale of 0-3 as follows:

- 0 – Ineffective < 70%
- 1 – Minimally Effective 61% - 75%
- 2 – Effective 76% - 89%
- 3 – Highly Effective > 90%

		0	1	2	3
1.	Supervises the instructional programs of the school, evaluating lesson design and observing classes on a regular basis to assure instructional strategies and materials are consistent with student learning needs.				
2.	Leads development and implementation of the building’s School Improvement Plan. Uses student achievement data to establish SIP goals and monitors progress.				
3.	Manages, evaluates and supervises effective and clear procedures for the safe and orderly operation of the school.				
4.	Ensures compliance with all laws, board policies, and state and federal regulations.				
5.	Administers school budget and maintains system to account for all student activity funds, fund raising activities, extra curricular and athletic funds.				
6.	Maintains positive, collaborative and mutually supportive relationships with parents and staff.				
7.	Communicates effectively and regularly with parents, staff and district administration.				
8.	Maintains current, complete student records. Has established procedures for maintaining confidentiality of student information as required by law.				
9.	Supervises and evaluates teachers and staff in accordance with collective bargaining agreements and legal requirements in a timely manner.				
10.	Maintains high standards for student behavior and applies consistent disciplinary measures in accordance with Board policy and administrative guidelines.				
11.	Completes reports thoroughly and promptly and responds to requests promptly and efficiently.				
12.	Is present in the building, attends meetings and participates in school and community activities.				

This section to be completed by the Evaluator

Assessment of Employee’s Performance of Job Responsibilities	
<input type="checkbox"/> Ineffective	<input type="checkbox"/> Minimally Effective
<input type="checkbox"/> Effective	<input type="checkbox"/> Highly Effective
Comments:	

Part Two: Objectives (50% of the total evaluation)

Date of Initial Goal Setting Meeting: 9-25-12

An annual objective will be developed in each of the three areas: Student Growth, School Improvement 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) <ul style="list-style-type: none"> • MEAP Data is required 	Evidence you will provide to demonstrate successful completion of objective
Student Growth 25%		
School Improvement 15%		
Professional Growth 10%		

This section to be completed by the Evaluator

Assessment of Employee's Performance of Job Responsibilities				
<input type="checkbox"/> Ineffective	<input type="checkbox"/> Minimally Effective	<input type="checkbox"/> Effective	<input type="checkbox"/> Highly Effective	
Comments:				

***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 before March 31

Assessment of Employee's Performance of Job Responsibilities			
<input type="checkbox"/> Ineffective <60%	<input type="checkbox"/> Minimally Effective 61% - 75%	<input type="checkbox"/> Effective 76% - 89%	<input type="checkbox"/> Highly Effective > 90%
Comments:			

Evaluator's Signature: _____ **Date:** _____

This section to be completed by the employee

Employee's Comments (Optional)

- 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:** _____