



Cambridge Public Schools
Unit B ADMINISTRATOR
PERFORMANCE EVALUATION FORM

Administrator's Name: _____ Position: _____ School/Department: _____
 Evaluator's Name: _____ Position: _____ School/Department: _____
 School Year: _____ Date: _____

EVALUATION KEY: UL: Unsatisfactory and lack of satisfactory progress over time; U = Unsatisfactory; 1,2,3 – Low to high satisfactory performance range; NA = Not applicable or not observed

Effective Instructional Leadership	UL	U	1	2	3	NA
1. Facilitates the development of a shared mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Encourages and uses a variety of strategies to assess student performance accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Applies current principles, practices, and research to foster effective teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Leads the renewal of curriculum and instructional programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Promotes and models the effective use of appropriate instructional technologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Holds teachers accountable for having high standards and positive expectations that all students can perform at high levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Organizational Leadership	UL	U	1	2	3	NA
1. Applies research and organizational skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates communication skills that are clear, direct, and responsive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Creates a positive, informed climate for collegial teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Facilitates constructive change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plans for, models, and encourages collaboration and shared decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Applies strategic planning techniques that foster systemic approaches and result in sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Administration and Management	UL	U	1	2	3	NA
1. Carries out personnel selection, supervision, evaluation, and management functions for the school or district effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Applies current knowledge of policy formulation and legal requirements within the scope of his/her responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Applies current knowledge of fiscal management policy and practices within the scope of his/her responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Applies current knowledge of auxiliary programs (such as transportation, food services, pupil personnel services, maintenance, and facilities management) within the scope of his/her responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Uses appropriate technologies to administer his/her responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Promotion of Equity and Appreciation of Diversity	UL	U	1	2	3	NA
1. Strives to assure equity among programs and learning opportunities for staff, students, and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates appreciation for and sensitivity to the diversity among individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Relationships With The Community	UL	U	1	2	3	NA
1. Assesses the needs of parents and community members and involves them in decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Promotes partnerships among staff, parents, business, and the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interprets, articulates, and promotes the vision, mission, programs, activities, and services of the school/district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fulfillment of Professional Responsibilities	UL	U	1	2	3	NA
1. Demonstrates enthusiasm for his/her own learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates and promotes an atmosphere of respect for self and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Models ethical behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator's Comments Concerning:

1. Effective Instructional Leadership
2. Effective Organizational Leadership
3. Effective Administration and Management
4. Promotion of Equity and Appreciation of Diversity
5. Effective Relationships with the Community
6. Fulfillment of Professional Responsibilities

ADMINISTRATOR'S COMMENTS:

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

Administrator's Signature: _____ **Date:** _____