

Superintendent/Assistant Superintendent/Director of Student Services Summative

Date:

Supt/Asst Supt/DSS Indicator I-A: Curriculum

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
I-A-1. Standards-Based Unit Design	Empowers administrators to employ strategies that empower staff to create rigorous standards-based units of instruction that are aligned across grade levels and content areas. Continually monitors and assesses progress, provides feedback, and connects administrators to additional supports as needed. Is able to model this element.	Provides support and assistance for administrators to learn and employ effective strategies for ensuring that educators and educator teams design standards-based units with measurable outcomes and challenging tasks requiring higher-order thinking. Frequently monitors and assesses progress, providing feedback as necessary.	Provides limited training and/or support to administrators to employ strategies for ensuring well designed standards-based units. May sometimes monitor and assesses progress and provide feedback.	Does not set the expectation that administrators use effective strategies for ensuring development of well-designed standards-based units, provide adequate resources or support for this activity, and/or monitor or assess progress.
Enter Notes				
I-A-2. Lesson Development Support	Supports administrators to collaborate on developing strategies that enable educators to consistently develop series of interconnected, well-structured lessons with challenging objectives and appropriate student engagement strategies, pacing, sequence, materials, and grouping and identifies specific exemplars and resources in each area. Is able to model this element.	Supports administrators to learn and establish effective strategies for ensuring that educators develop well-structured lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, technologies, and grouping.	Provides limited training to administrators on how to establish effective strategies for ensuring that educators develop well-structured lessons and/or does not consistently identify and/or address patterns when there is evidence of a weak strategy being employed.	Does not state expectations for administrators that they establish effective strategies to ensure development of well-structured lessons, does not provide training or support, and/or does not discriminate between strong and weak strategies for ensuring effective lesson-planning practices.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator I-B: Instruction

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
I-B-1. Instructional Practices	While observing principal practice and artifacts, ensures that principals know and employ effective strategies and practices for helping educators improve instructional practice. Is able to model this element.	While observing principal practice and artifacts, ensures that principals identify a variety of effective teaching strategies and practices when they observe practice and review unit plans.	While the superintendent may observe principal practice and artifacts, s/he only occasionally looks for evidence that principals are identifying effective teaching strategies and practices when they observe practice and review unit plans.	Does not look for evidence of and/or cannot accurately identify ways that principals identify effective teaching strategies when the principals observe practice and review unit plans.
Enter Notes				
I-B-2. Quality of Effort and Work	Sets and models high expectations for the quality of content, student effort, and student work district-wide and empowers administrators, educators and students to uphold these expectations consistently. Is able to model this element.	Sets and models high expectations for the quality of content, student effort, and student work district-wide and supports administrators to uphold these expectations consistently.	May set high expectations for the quality of content, student effort, and student work district-wide, but allows expectations to be inconsistently applied across the district.	Does not set high expectations for the quality of content, student effort, and/or student work district-wide, or expectations are inappropriate.
Enter Notes				
I-B-3. Diverse Learners' Needs	Employs strategies that ensure that principals know and consistently identify teaching strategies and practices that are meeting the needs of diverse learners while teaching their content. Is able to model this element.	While observing principal practice, ensures that principals look for and identify a variety of teaching strategies and practices that are effective with diverse learners when they observe unit plans.	While the superintendent may observe principal practice, s/he only occasionally looks for evidence that principals are identifying effective teaching strategies and practices that are appropriate for diverse learners when they observe practices and review unit plans.	Does not look for evidence of and/or cannot accurately identify ways that principals identify effective teaching strategies and practices that are appropriate for diverse learners.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator I-C: Assessment

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
I-C-1. Variety of Assessments	Leads administrator teams to develop and implement a comprehensive assessment strategy that includes ongoing informal assessment and common interim assessments that are aligned across grade levels and subject areas. Is able	Supports administrator teams to use a variety of formal and informal methods and assessments, including common interim assessments that are aligned across grade levels and subject areas.	Provides administrators with some formal assessment options and suggests that they coordinate their assessment practices within their teams and include a variety of assessments but does not monitor this practice.	Does not communicate or monitor a strategy for assessments, leaving it up to administrators to design and implement their own strategies.

to model this element.

[Enter Notes](#)

I-C-2. Adjustment to Practice

Leads, plans, facilitates, and supports administrator team review meetings after each round of assessments. Monitors teams' plans, adjustments to instruction, and outcomes and shares lessons learned with others. Is able to model this element.

Provides the resources for planning time and effective support for administrator teams to review assessment data and identify appropriate interventions and adjustments to practice. Monitors administrators' efforts and successes in this area.

Suggests that administrator teams meet to review data and plan for adjustments and interventions but inconsistently monitors this practice.

Does not encourage or facilitate administrator teams to review assessment data.

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator I-D: Evaluation

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
I-D-1. Educator Goals	Supports administrators and administrator teams to develop and attain meaningful, actionable, and measurable professional practice, student learning and district/school improvement goals and models this process through the superintendent's own evaluation process and goals. Is able to model this element.	Supports administrators and administrator teams to develop and attain meaningful, actionable, and measurable professional practice, student learning and, where appropriate, district/school improvement goals.	Supports administrators and administrator teams to develop professional practice, student learning and, where appropriate, district/school improvement goals but does not consistently review them for quality and/or monitor progress.	Does not support administrators to develop professional practice, student learning and/or district/school improvement goals, review the goals for quality, and/or support administrators in attaining goals.
Enter Notes				
I-D-2. Observations and Feedback	Makes unannounced visits to schools throughout the year to observe administrator practice and provides targeted constructive feedback to all administrators. Engages with all in conversations with all administrators about improvement, celebrates effective practice, and provides targeted support to administrators whose practice is less than Proficient. Is able to model this element.	Typically makes at least three unannounced visits to each school to observe principal practice every year and provides targeted constructive feedback to all administrators. Acknowledges effective practice and provides redirection and support for those whose practice is less than Proficient.	Makes infrequent unannounced visits to schools to observe principal practice, rarely provides feedback that is specific and constructive for administrators, and/or critiques struggling administrators without providing support to improve their performance.	Rarely conducts visits to observe principal practice and/or does not provide honest feedback to administrators who are not performing proficiently.
Enter Notes				
I-D-3. Ratings	Exercises sound and reliable judgment in assigning ratings for performance, goal attainment, and impact on student learning. Ensures that administrators understand in detail why they received their ratings and provides effective support to colleagues around this practice. Is able to model this element.	Exercises sound and reliable judgment in assigning ratings for performance, goal attainment, and impact on student learning and ensures that administrators understand why they received their ratings.	Assigns ratings for performance, goal attainment, and impact on student learning in a way that is not consistently transparent to administrators.	Assigns ratings for performance, goal attainment, and impact on student learning without collecting and analyzing sufficient and/or appropriate data or does not assign ratings for some administrators.
Enter Notes				
I-D-4. Alignment Review	Studies alignment between judgment about practice and data about student learning when evaluating and rating administrators and provides effective support around this practice. Is able to model this element.	Consistently reviews alignment between judgment about practice and student learning data and provides guidance to administrators to make informed decisions about educator support and evaluation based upon this review.	Occasionally reviews alignment between judgment about practice and student learning data.	Does not review alignment between judgment about practice and data about student learning when evaluating and rating administrators.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator I-E: Data-Informed Decision Making

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
I-E-1. Knowledge and Use of Data	Leads administrator teams to identify a range of appropriate data sources, including non-traditional information that offers a unique perspective on school and district performance, and models effective data analysis for staff. Is able to model this element.	Guides administrators and supports them in identifying a range of appropriate data sources and effectively analyzes the data for decision-making purposes.	May work with administrators to identify multiple sources of student learning data, but these data do not provide multiple perspectives on performance and/or analysis of the data is sometimes inaccurate.	Relies on too few data sources to represent the full picture of school or district performance and/or does not analyze the data accurately.
Enter Notes				
I-E-2. School and District Goals	Involves stakeholders in a comprehensive diagnosis of school and district strengths and weaknesses using appropriate data and leads a collaborative process to develop a focused, results-oriented strategic plan with annual goals. Is able to model this element.	Uses data to accurately assess school and district strengths and areas for improvement to inform the creation of focused, measurable school and district goals. Provides support to principals in their efforts to create focused, measurable school goals.	Assesses the school and district strengths and weaknesses using data that are not carefully analyzed and/or writes an unfocused strategic plan.	Gathers limited information on the school and district strengths and weaknesses and/or does not use these data to inform district plans or actions.
Enter Notes				
I-E-3. Improvement of	Uses multiple data sources to	Uses multiple data sources to	Shares limited data with	Does not share assessment data

Performance, Effectiveness, and Learning	evaluate administrator and district performance. Provides administrators and administrator teams with the resources and support to disaggregate assessment data and assists them in identifying students who additional need support. Empowers educators to use a range of data sources to pinpoint areas for their own and schoolwide improvement. Is able to model this element.	evaluate administrator and district performance. Provides administrators and administrator teams with the resources and support to disaggregate assessment data and assists them in identifying students who additional need support.	administrators to identify student and/or educator subgroups that need support; provides limited assistance to administrator teams in using data to improve performance.	with administrators or provide them with resources and support to use data to make adjustments to school or district plans, and/or model appropriate data analysis strategies.
---	--	---	--	--

[Enter Notes](#)

Rubric Score: 0/0

Administrator Overall Rating Indicator I

Criteria	4 Exemplary	3 Proficient	2 Needs Improvement	1 Unsatisfactory
Indicator I Overall Rating	Exemplary	Proficient	Needs Improvement	Unsatisfactory

[Enter Notes](#)

Supt/Asst Supt/DSS Indicator II-A: Environment

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
II-A-1. Plans, Procedures, and Routines	Establishes systems, plans, procedures, and routines that empower administrators, students and staff to implement orderly and efficient student entry, dismissal, meals, class transitions, assemblies, and recess. Is able to model this element.	Develops systems, plans, procedures, and routines for administrators to implement that generally ensure orderly and efficient student entry, dismissal, meals, class transitions, assemblies, and recess.	May establish plans, procedures, and routines to guide administrators, but student entry, dismissal, meals, class transitions, assemblies, and recess are not consistently orderly and/or efficient.	Does not organize the district effectively for orderly and efficient movement of students.

[Enter Notes](#)

II-A-2. Operational Systems	Creates and maintains a district environment in which custodial and other staff take personal responsibility for keeping the campus clean, attractive, welcoming, and safe. Is able to model this element.	Develops systems and procedures for the effective supervision and support of custodial, clerical, food services, and other staff effectively so that the campus is clean, attractive, welcoming and safe.	Develops systems and procedures that result in inconsistent supervision and/or support of custodial and other staff, resulting in a campus that is not consistently clean, attractive, welcoming, or safe.	Fails to establish systems and procedures to support custodial and/or other staff, so that the campus is not generally clean, attractive, welcoming, and/or safe.
------------------------------------	--	---	--	---

[Enter Notes](#)

II-A-3. Student Safety, Health, and Social and Emotional Needs	Guides administrators and teams to develop practices that consistently showcases high expectations for student behavior and invests staff and students in upholding these expectations. Successfully implements district-wide routines and consequences such that students take ownership over addressing bullying and other behaviors that threaten students' social and emotional well-being. Is able to model this element.	Supports administrator teams in developing systems and procedures for positive student behavior; models high expectations for student behavior and provides appropriate training for administrators to uphold these expectations. Establishes district-wide routines and consequences, including policies and systems to prevent and address bullying and other behaviors that threaten students' social and emotional well-being.	May urge administrators to demand good student behavior but allows varying standards to exist in different schools. Supervises and supports administrators in addressing student discipline and bullying matters on a case-by-case basis in the absence of a system of procedures and consequences.	Does not develop consistent procedures for student discipline; district disciplinary practice varies from school to school; often tolerates discipline violations and/or enforces district policies or procedures inconsistently.
---	--	--	---	---

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator II-B: Human Resources Management & Development

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
II-B-1. Recruitment and Hiring Strategies	Consistently identifies effective administrators and educators who share the district's mission. Empowers administrators and faculty members to share in a structured, consistent interview process. Is able to model this element.	Leads the district's recruitment and hiring process and, through it, consistently identifies effective administrators and educators who share the district's mission.	Leads the recruitment and hiring process but does not consistently identify effective administrators and educators.	Does not successfully lead the recruitment and hiring process.

[Enter Notes](#)

II-B-2. Induction, Professional Development, and Career Growth Strategies	Facilitates the educator-led design and implementation of induction support, job-embedded professional development, and career growth support all of which are aligned with school and educator goals, and are consistently viewed by educators as effective and helpful. Is able to model this element.	Develops school-based induction support for new teachers and/or faithfully implements the district's induction strategy; organizes high-quality job-embedded professional development aligned with school and educator goals; and supports the career growth of effective educators by distributing leadership tasks and monitoring progress and development.	Develops only a limited district-wide induction program for new administrators and teachers and/or inconsistently implements the district's induction strategy; organizes job-embedded professional development that is not consistently high quality or aligned with goals; and/or does not consistently support effective administrators' and educators' career growth. Does not establish criteria for the awarding of professional status.	Does not support new administrators, provide guidance to them to support educators, organize high-quality job-embedded professional development, and/or support the career growth of effective educators.
--	--	---	--	---

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator II-C: Scheduling and Management Information Systems

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
II-C-1. Time for Teaching and Learning	Empowers administrators and teams to contribute to the design and monitoring of district systems that maximize instructional time and minimize disruptions and distractions for all school-level staff. Is able to model this element.	Creates schedules, procedures and related systems that maximize instructional time and minimize school day disruptions and distractions for school-level staff, including principals; and consistently monitors the extent which these systems are effective.	Generally acts to minimize disruptions to instructional time and minimize disruptions and distractions for school-level staff, including principals.	Does little to minimize disruptions to instructional time and minimize disruptions and distractions for school-level staff, including principals.
Enter Notes				
II-C-2. Time for Collaboration	Is transparent and forthcoming about expectations for all administrator team meetings; creates and implements a schedule that maximizes meeting time for all team members. Collaborates with team members to develop team norms. Is able to model this element.	Sets expectations for administrator team meetings and creates a schedule that provides sufficient meeting time for all team meetings. Prevents or deflects activities that interfere with administrators' ability to focus on the agenda during team time. Establishes norms for effective team behavior.	Sets inconsistent expectations for administrator team meetings and/or creates a schedule that only provides adequate meeting time for some team meetings. Works to prevent or deflect activities with limited success. Norms for team behavior are unclear and/or not consistently practiced.	Sets unrealistic expectations for administrator team meetings if at all and/or does not create a schedule that provides adequate meeting time for teams. Does not work to prevent or deflect time-wasting activities. Does not establish norms for the administrator team meetings.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator II-D: Laws, Ethics, and Policies

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
II-D-1. Laws and Policies	Provides the resources and support for all school personnel to understand and comply with state and federal laws and mandates, school committee policies, and collective bargaining agreements. Is able to model this element.	Understands and complies with state and federal laws and mandates, school committee policies, and collective bargaining agreements. Provides the resources and support to ensure district-wide compliance.	May know state and federal laws and mandates, school committee policies, and collective bargaining agreements but inconsistently complies with some laws or policies.	Demonstrates lack of awareness or consistent non-compliance with some or all state and federal laws and mandates, school committee policies, or collective bargaining agreements.
Enter Notes				
II-D-2. Ethical Behavior	Reliably demonstrates sound judgment reflecting integrity and fairness; protects administrator, student, family, and staff confidentiality appropriately. Effectively supports all staff to do both as well. Is able to model this element.	Reliably demonstrates sound judgment reflecting integrity and fairness; protects administrator, student, family, and staff confidentiality appropriately; and expects all district personnel to reflect this practice.	Generally demonstrates sound judgment reflecting integrity and fairness with occasional lapses in judgment and/or does not always protect administrator, student, family, and staff confidentiality appropriately.	Demonstrates lack of sound judgment reflecting integrity and fairness and/or does not adequately protect administrator, student, family, and/or staff confidentiality.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator II-E: Fiscal Systems

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
II-E-1. Fiscal Systems	Leads the administrator team to develop a district budget that aligns with the district's vision, mission, and goals with supporting rationale; uses budget limitations to create new opportunities for improvement, when possible; allocates and manages expenditures consistent with district/school-level goals; and seeks alternate funding sources as needed. Is able to model this element.	Develops a budget that aligns with the district's vision, mission, and goals. Allocates and manages expenditures consistent with district/school-level goals and available resources.	Develops a budget that loosely aligns with the district's vision, mission, and goals or inconsistently manages expenditures and available resources.	Builds a budget that does not align with the district's goals or mismanages available resources.
Enter Notes				
Rubric Score: 0/0				

Administrator Overall Rating Indicator II

Criteria	4 Exemplary	3 Proficient	2 Needs Improvement	1 Unsatisfactory
Indicator II Overall Rating	Exemplary	Proficient	Needs Improvement	Unsatisfactory
Enter Notes				

Supt/Asst Supt/DSS Indicator III-A: Engagement

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
III-A-1. Family Engagement	Provides resources and support for all personnel to use culturally sensitive practices and successfully engages most families, ensuring that all families are welcome and can contribute to district, classroom, school, and community effectiveness. Works with administrators, families, and organizations to identify and	Provides resources and support for all personnel to use culturally sensitive practices to ensure that all families are welcome and can contribute to the district, classroom, school and community's effectiveness. Works with administrators to identify and remove barriers to families' involvement, including families whose home language	May provide some resources and support and make some attempts to welcome families as members of the district, classroom and school community but does not consistently use culturally sensitive practices and/or work to identify and remove barriers to family involvement.	Does little to welcome families as members of the district, classroom or school community or tolerates an environment that is unwelcoming to some families.

remove barriers to family involvement, including families whose home language is not English. Is able to model this element.

is not English.

[Enter Notes](#)

III-A-2. Community and Business Engagement

Establishes strategic partnerships with community organizations, community members, and businesses that improve school effectiveness. Works to increase the types and number of organizations with whom the school partners in order to deepen relationships and increase partner contributions. Is able to model this element.

Establishes ongoing relationships with community organizations, community members, and businesses. Engages them to increase their involvement to maximize community contributions for district effectiveness.

Engages some community organizations, community members, and/or businesses in annual district events but does not make efforts to increase their involvement to maximize community contributions for district effectiveness.

Limits work to the immediate context of the schools. Does not make efforts to reach out to community organizations, community members, or businesses that could otherwise contribute to school effectiveness.

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator III-B: Sharing Responsibility

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
III-B-1. Student Support	Provides resources and support to enable administrators and educators to identify each student's academic, social, emotional, and behavioral needs, including students with disabilities and English learners. Collaborates with administrators to support families to effectively address student needs and prevent further challenges, connecting students with a network of resources within and outside the district. Is able to model this element.	Provides resources and support to enable administrators and educators to identify each student's academic, social, emotional, and behavioral needs, including students with disabilities and English learners. Collaborates with administrators to support families to address student needs, utilizing resources within and outside of the district.	Asks administrators to identify students struggling academically or behaviorally and/or work with a limited number of families to address student needs, utilizing a limited set of resources.	Does not work with administrators to support educators to identify student needs, does not work with administrators to support families to address student needs, and/or does not draw upon internal or external resources.
Enter Notes				
III-B-2. Family Collaboration	Sets clear expectations and provides differentiated resources to support administrators to consistently and regularly engage all families in supporting their children's learning at school and home, including families and children with limited English proficiency and/or children with disabilities. Is able to model this element.	Sets clear expectations for and supports administrators to regularly engage families in supporting learning at school and home, including appropriate adaptation for students with disabilities or limited English proficiency.	Sets general expectations and provides occasional support for administrators to engage families in supporting their children's learning at school and at home and/or supporting their children with disabilities or limited English proficiency.	Does not set clear expectations for or provide support for administrators to regularly communicate with families on ways to support their children's learning at home and at school.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator III-C: Communication

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
III-C-1. Two-Way Communication	Sets clear expectations for and provides differentiated support to ensure that all administrators design and implement frequent personalized communications, respond carefully and promptly to communications from families, and solicit feedback from families that informs improvement to communication plans. Is able to model this element.	Sets clear expectations for and provides support to administrators to communicate regularly with families using two-way communication channels, including careful and prompt response to communications from families. Supports administrators to maximize the number of face-to-face family/teacher interactions.	May set expectations for and provide limited support to administrators to communicate with families but does not stress the importance of two-way communication channels. District communication regarding student learning and performance primarily occurs through school newsletters and other one-way media.	Does not set clear expectations for or provide support to administrators to communicate with families. District communication regarding student learning and performance primarily occurs through report cards.
Enter Notes				
III-C-2. Culturally Proficient Communication	Sets clear expectations for, models, and provides differentiated support regarding culturally sensitive communication. Ensures that district-wide communication with families is always respectful and demonstrates understanding and appreciation of different families' home language, culture, and values. Is able to model this element.	Sets clear expectations for and provides support to administrators regarding culturally sensitive communication. Ensures that district-wide communication with families is always respectful and demonstrates understanding of and sensitivity to different families' home language, culture, and values.	May set expectations for administrators regarding culturally sensitive communication but does not provide support to them; and/or occasionally communicates in ways that are culturally insensitive to some families' home language, culture, and values.	Does not set clear expectations for or provide support to administrators regarding culturally sensitive communication and/or allows inappropriate disrespectful communication with families that ignores different family cultural norms.
Enter Notes				
Rubric Score: 0/0				

Supt/Asst Supt/DSS Indicator III-D: Family Concerns

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
III-D-1. Family Concerns	Provides system and support for all school personnel to reach out to families proactively, as soon as concerns arise. Effectively	Provides systems, and support for administrators to reach out to families as concerns arise and works to reach equitable	May provide systems and support to address concerns with families as they arise, but agreed-upon solutions are not	Fails to provide systems and support for personnel to consistently reach out to families in response to concerns, and

reaches equitable solutions that satisfy families, faculty, and staff and are in the best interest of students. Is able to model this element.

solutions in the best interest of students.

always in the best interest of students.

agreed-upon solutions are often not in the best interest of students.

[Enter Notes](#)

Rubric Score: 0/0

Administrator Overall Rating Indicator III

Criteria	4 Exemplary	3 Proficient	2 Needs Improvement	1 Unsatisfactory
Indicator III Overall Rating	Exemplary	Proficient	Needs Improvement	Unsatisfactory

[Enter Notes](#)

Supt/Asst Supt/DSS Indicator IV-A: Commitment to High Standards

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-A-1. Commitment to High Standards	Leads administrators in developing a shared commitment to high standards of teaching and learning with high expectations for achievement for all. Revisits and renews commitment with administrative team regularly. Is able to model this element.	Fosters a shared commitment to high standards of teaching and learning, for all administrators, with high expectations for achievement for all.	May ask administrators for commitment to high standards of teaching and learning with high expectations for achievement for all but does not support and/or model it.	Does not encourage high standards of teaching and learning or high expectations for achievement with the administrator team and/or may demonstrate low expectations for staff.

[Enter Notes](#)

IV-A-2. Mission and Core Values	Leads administrators to develop core values and mission statements, share these statements with families and the school district community, and use them to guide decision making. Is able to model this element.	Develops, promotes, and models commitment to core values that guide the development of a succinct, results-oriented mission statement and ongoing decision making.	May develop core values and mission statements but rarely uses them to guide decision making.	Does not develop core values and mission statements.
--	---	--	---	--

[Enter Notes](#)

IV-A-3. Meetings	Plans and facilitates engaging administrator team meetings in which small groups of educators learn together and create solutions to instructional issues. Team has established norms for behavior and consistently adheres to them. Consistently evaluates the effectiveness of the administrator team meetings. Is able to model this element.	Plans and leads well-run and engaging administrator meetings that have clear purpose, focus on matters of consequence, and engage participants in a thoughtful and productive series of conversations and deliberations. Establishes clear norms for administrator team behavior.	May lead administrator meetings that include both one-way informational updates and participatory activities focused on matters of consequence but does not clearly establish norms.	Leads administrator meetings that lack clear purpose and/or are primarily used for one-way informational updates.
-------------------------	--	---	--	---

[Enter Notes](#)

Rubric Score: 0/0

14-15 Administrator Indicator IV-B: Cultural Proficiency

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-B-1. Policies and Practices	Leads stakeholders to develop and implement culturally sensitive policies that acknowledge the diverse backgrounds, identities, strengths, and challenges of students and staff. Empowers staff with time, resources, and support to build cultural proficiency and collaborates with community members to create a culture that affirms individual differences. Is able to model this element.	Develops and implements culturally sensitive policies that acknowledge the diverse backgrounds, identities, strengths, and challenges of students and staff. Provides staff with relevant resources to support them in building cultural proficiency and promotes a culture that affirms individual differences.	Takes pride in having a diverse faculty and/or student body, but some policies are not culturally sensitive and/or provides limited resources for educators to support the development of cultural proficiency.	Develops and implements culturally insensitive or inappropriate policies, does not support staff in building cultural proficiency, and/or creates a culture that minimizes the importance of individual differences.

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator IV-C: Communications

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-C-1. Communication Skills	Demonstrates strong context- and audience-specific interpersonal, written, and verbal communication skills. Is able to model this element.	Demonstrates strong interpersonal, written, and verbal communication skills.	May demonstrate adequate interpersonal, written, and verbal communication skills but sometimes makes grammatical errors or has difficulty expressing ideas to stakeholders.	Demonstrates ineffectual interpersonal, written, or verbal communication skills at times.

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator IV-D: Continuous Learning

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-D-1. Continuous Learning	Models for administrators how to	Leads all administrators and	May encourage administrators	Accepts the practice of

of Staff	reflect on the effectiveness of interactions with faculty and students and uses data, research, and best practices to adapt instruction to achieve improved results. Supports all educators to work in teams as often as is feasible and appropriate. Is able to model this element.	teams to reflect on the effectiveness of interactions with faculty and students. Ensures that administrators use data, research, and best practices to adapt instruction to achieve improved results.	and teams to reflect on the effectiveness of interactions with faculty and students and to use data and best practices to adapt instruction but does not support administrators in these practices.	educators working largely in isolation, without consideration of data and best practices, or discourages reflection among administrators, faculty and staff.
-----------------	--	---	---	--

[Enter Notes](#)

IV-D-2. Continuous Learning of Administrator	Demonstrates openness and commitment to learning; reflects on personal practice; and relies on student data, current research, and best practice to improve own leadership. Is able to model this element.	Reflects on and improves personal practice, sets meaningful goals, and develops new approaches in order to improve the efficiency and practice.	Occasionally reflects on personal practice, sets meaningful goals, and/or researches ways to improve efficiency and practice.	Does not reflect on personal practice or demonstrate new ways of thinking about administration and leadership.
---	--	---	---	--

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator IV-E: Shared Vision

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-E-1. Shared Vision Development	Leads administrators, staff, students of all ages, families, and community members to develop and internalize a shared educational vision around preparation for college and careers and responsible citizenship. Is able to model this element.	At all grade levels, continuously engages administrators, staff, students, families, and community members in developing a vision focused on student preparation for college and career readiness, civic engagement, and community contributions.	Engages administrators, staff, students, families, and community members in developing a vision focused on some aspects of student preparation for college and career readiness, civic engagement, and community contributions.	Does little to engage stakeholders in the creation of a shared educational vision, or the vision is disconnected from college and career readiness, civic engagement, and/or community contributions.

[Enter Notes](#)

Rubric Score: 0/0

Supt/Asst Supt/DSS Indicator IV-F: Managing Conflict

Criteria	Exemplary	Proficient	Needs Improvement	Unsatisfactory
IV-F-1. Response to Disagreement	Models a variety of strategies for responding respectfully and effectively to disagreement and dissent, using both as opportunities for learning. Provides professional development for the administrator team to build these conflict resolution strategies. Is able to model this element.	Employs a non-confrontational approach for responding respectfully and appropriately to disagreement and dissent, using both as opportunities for learning. Models this practice for the administrator team.	May respond respectfully to disagreement and dissent, but responds inconsistently and does not always employ a non-confrontational approach.	Does not respond to disagreement or dissent and/or does not use appropriate, respectful, non-confrontational approaches.
IV-F-2. Conflict Resolution	Consistently employs a variety of strategies to resolve conflicts in a constructive and respectful manner and empowers and supports administrators to use these approaches. Is able to model this element.	Consistently employs a variety of strategies to resolve conflicts in a constructive and respectful manner. Models this behavior for the administrator team.	May attempt to respectfully resolve conflicts as they arise, but employs only a limited range of strategies.	Does not address conflicts in a solution-oriented and/or respectful manner.
IV-F-3. Consensus Building	Employs a variety of strategies to build consensus within the school district community around critical school decisions, while encouraging dialogue and different points of view. Is able to model this element.	Builds consensus within the school district community around critical school decisions, employing a variety of strategies.	Employs a limited number of strategies to build consensus within the school district community, with varying degrees of success.	Does not attempt to build consensus within the district community, or attempts at consensus-building around critical school decisions are unsuccessful.

[Enter Notes](#)

Rubric Score: 0/0

Administrator Overall Rating Indicator IV

Criteria	4 Exemplary	3 Proficient	2 Needs Improvement	1 Unsatisfactory
Indicator IV Overall Rating	Exemplary	Proficient	Needs Improvement	Unsatisfactory

[Enter Notes](#)

Overall Performance Rating

Overall Performance Rating (Must be Proficient in all categories to mark Proficient overall)

Criteria	4 Exemplary	3 Proficient	2 Needs Improvement	1 Unsatisfactory
Overall Rating	Exemplary	Proficient	Needs Improvement	Unsatisfactory

[Enter Notes](#)

Progress Toward Goal(s) (Please check one)

- The evaluator and administrator had a meaningful and rich conversation about the administrator's goals. The evaluator believes the administrator made significant progress and should continue working as discussed.
- The evaluator and administrator had a meaningful and rich conversation about the administrator's goals. The evaluator believes the administrator did NOT make significant progress on the goals. The evaluator will outline at the Fall goal-setting meeting what steps the administrator should take next year to better meet the goals.
- The evaluator believes major growth is needed in the areas outlined below in order for the administrator to meet expectations and continue on a self-directed growth plan throughout the course of the following year.

Growth needed (if checked above)

Notes from meeting (optional)

Plan Moving Forward Did not meet - Some Progress - (Please Check One)

- | | |
|---|--|
| <input type="radio"/> Self-Directed Growth Plan | <input type="radio"/> Directed Growth Plan |
| <input type="radio"/> Improvement Plan | <input type="radio"/> Developing Educator Plan |