

8-31-2016

**Van Buren Intermediate School District**

**Evaluation Guide  
Administrators**

**Effective 2016-17**

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## OVERVIEW

The Van Buren Intermediate School District's (VBISD) administrator evaluation system is intended to be fair and meaningful and to serve both formative and summative functions.

The following components are incorporated into the evaluation process for school leaders in Van Buren ISD:

- A comprehensive set of standards, written in a rubric format, which establishes clear expectations for the role and work of school leaders in the district. The standards are based on many factors and reviewed by experienced personnel and include the following domains:
  1. Leadership
  2. Level of Professional Awareness
  3. Professional Standards and Ethics
  4. Communication Skills
  5. Resourcefulness, Creativity, and Innovativeness
  6. Personality
  7. Demeanor, Appearance, and Style
  8. Professional Preparation
  9. Decision Maker
  10. Planner and Organizer
  11. Supervisor
  12. Evaluator
  13. Policy Implementer
  14. Crisis Manager
  15. Faculty and Staff Personnel
  16. School Plant and Facilities
  17. Student Personnel
  18. Community Relations
  19. Fiscal Management
  20. Student Achievement (if supervisor is overseeing instructional activities)
- A self-assessment using the rubrics to promote self-reflection and to provide the evaluator with a specific set of standards for appraisal.

- A requirement of goal-setting based on the self-assessment and district initiatives.
- An opportunity for continuous professional growth.

The overall purpose of the evaluation process is three-fold:

- Ensure the highest quality of educational leadership and management in the district,
- Promote continuous professional growth, and
- Foster reflective leadership practices.

## ANNUAL EVALUATION CYCLE

The Superintendent/designee will conduct an evaluation of all administrators, principals, supervisors, directors / others as required by law.

The steps in the administrator evaluation cycle are outlined and described below. Additional steps, paperwork, and/or conferences may be requested at any time by the evaluator to strengthen the evaluation process.

### Step One – Self-Assessment:

The administrator completes a self-assessment using the rubrics provided by the evaluator and notes areas of strength and possible areas for growth.

### Step Two – Planning Conference:

The administrator meets with the evaluator to discuss the self-assessment and develop goals for the evaluation cycle.

### Step Three – Progress Conference:

The evaluator will hold at least one conference to review and discuss the administrator's progress toward goal completion. If necessary, a Personalized Improvement Plan may be developed at any time during the evaluation cycle.

### Step Four – Year-End Evaluation and Conference:

The administrator completes a Summative Evaluation Report and shares it with the evaluator for review. The evaluator conducts a summative conference with the administrator at the end of the evaluation cycle and completes the Year-End Evaluation.

### Step Five – Evaluation to Superintendent:

By June 15<sup>th</sup> of the evaluation cycle, the evaluator will provide the original completed Year-End Evaluation to the Superintendent for placement in the administrator's personnel file and for use in reporting administrator effectiveness, as required by the State of Michigan.

**Van Buren ISD**  
**Self-Assessment Worksheet**

**ADMINISTRATOR:** \_\_\_\_\_ **ASSIGNMENT:** \_\_\_\_\_

**SCHOOL/BUILDING:** \_\_\_\_\_ **SCHOOL YEAR:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

(To be completed prior to planning conference.)

**Noted areas of strength based on self-assessment:**

**Possible areas for growth based on self-assessment:**

(To be completed during planning conference.)

**Suggested goal areas for evaluation cycle:**

**Date of planning conference:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Van Buren ISD**  
**Summative Evaluation Report**

**Directions**

In an attached document, the administrator will prepare a written response to the following questions and statements and attach the listed documents.

**Part One**

Self-Assessment Worksheet

**Part Two**

Personal Improvement Plan (if applicable):

**Part Three**

Summative Assessment Worksheet

**Part Four**

Provide the evidence or specific indicators of goal accomplishment (from the goals specified in the Summative Assessment Worksheet). Actual/additional items may be shared with the evaluator at the summative conference.

**Part Five**

Attach a reflective written response that summarizes the school year/evaluation cycle. Things to consider might include:

- Challenges/opportunities presented during the goal completion
- New learning that impacted job performance
- What you would have done differently
- What's next as a result of this year's efforts
- Any other observations and/or reflections