
EVALUATION STANDARDS AND PERFORMANCE CRITERIA FOR CENTRAL OFFICE ADMINISTRATORS

Standard 1: Organizes Use of Facility / Resources

Develops (with assistance from staff and school council) strategic and systematic plans for organizing use(s) of facility(ies), materials, and human resources in order to maximize teaching / learning.

- 1.1 Uses district, state, and school council policies / guidelines (and staff input) when developing operational, instructional, and administrative plans / procedures
- 1.2 Collaborates with staff to develop safe practices for curricular / extra-curricular activities
- 1.3 Promotes a clean, healthy environment by providing personnel and students with plans / practices to follow
- 1.4 Maintains and supervises schedules of duties, including appropriate time frames, for all assigned certified / classified personnel
- 1.5 Maintains and supervises budgets for all organizational functions / activities by involving appropriate personnel
- 1.6 Maintains a record keeping system for operational and organizational functions / activities that is effective / efficient and in compliance with local and state regulations / policies
- 1.7 Utilizes technologies when developing / organizing / revising plans, schedules, procedures, and record keeping
- 1.8 Develops personal schedules of duties, including appropriate time frames, throughout calendar year
- 1.9 Provides opportunities that encourage collaboration among others in the use of resources

Standard 2: Manages Use of Facility / Resources

Implements operational and organizational plans, policies, procedures, and schedules effectively and efficiently to maximize organizational operations and to provide accountability

- 2.1 Follows school council / district procedures to assure the proper implementation of operational and organizational plans / schedules
- 2.2 Maintains a fiscal record keeping process that is accurate and current for all organizational functions
- 2.3 Monitors activities and procedures used by certified / classified staff to maintain a clean, healthy, and safe environment
- 2.4 Evaluates (with appropriate staff and school council) effectiveness of operational / organizational plans and procedures
- 2.5 Solicits input from others when developing and revising operational / organizational plans and procedures
- 2.6 Evaluates / monitors / revises schedules and duties of classified personnel, certified personnel, and self to meet the needs of students and to improve instruction

- 2.7 Assists staff in prioritizing assignments / responsibilities
- 2.8 Develops (with appropriate staff) realistic timeframe(s) for completion of assignments / duties
- 2.9 Maintains accurate and thorough district / school records (e.g., staff and student punctuality, attendance, performances)
- 2.10 Monitors programs, facility(ies), and operation(s) and recommends improvements
- 2.11 Implements policies set by Board of Education

Standard 3: Communicates Effectively

Demonstrates effective interpersonal skills in communicating with students, teachers, colleagues, parents and others

- 3.1 Listens to others, showing an interest in and sensitivity to their ideas, answers, and opinions
- 3.2 Speaks so others can understand
- 3.3 Uses correct grammar and pronunciation
- 3.4 Writes letters, reports, etc., in a timely, clear, and effective manner
- 3.5 Provides open lines of communication with others
- 3.6 Communicates through appropriate / designated channels
- 3.7 Employs conflict-resolution procedures
- 3.8 Shares student expectations and progress with others (e.g., parents, students, personnel, community members)
- 3.9 Selects the appropriate media source(s) / technologies to publicize students' achievements, personnel achievements, school / district activities planned, etc.
- 3.10 Conducts meetings and conveys essential information in an open manner
- 3.11 Solicits input from community members, students, colleagues, etc., about organizational operations
- 3.12 Acts and reacts in a positive, constructive, and mutually respectful manner when dealing with others
- 3.13 Communicates expectations for the organization and staff in compliance with school council or district policy
- 3.14 Demonstrates trustworthiness in all communications
- 3.15 Represents the school in the community

Standard 4: Serves as an Instructional Leader

Shares district and school council vision, mission, goals and objectives, and assumes responsibility for coordinating the educational activities to accomplish them

- 4.1 Prepares / coordinates the development of curriculum, projects, reports, goals, and plans that reflect district / state and school council goals and objectives

- 4.2 Analyzes and shares the results of student progress toward meeting academic expectations / district or school council goals
- 4.3 Promotes and assists in implementing instructional activities to increase student performance / achievement
- 4.4 Implements district evaluation / professional growth plan for instructional / organizational growth
- 4.5 Incorporates a system of regular curriculum analysis and works with the schools council or district to make revisions based upon assessments and student, teacher, parents, and community needs / input
- 4.6 Coordinates the implementation of instructional strategies and practices that accommodate the needs of all students
- 4.7 Collaborates with others (students, teachers, school administrators, parents, others) to support the delivery of a performance-based curriculum with "real-life" applications
- 4.8 Models effective teaching and leadership techniques when conducting meetings / presentations
- 4.9 Provides direction for and assistance with curriculum integration activities / curriculum alignment
- 4.10 Applies school council or district disciplinary policies and procedures in a fair, consistent, and constructive manner
- 4.11 Involves others (parents, community members, and students) in all aspects of curriculum changes / improvement / implementation
- 4.12 Facilitates the development of school / district vision / mission / goals
- 4.13 Facilitates the development of district Consolidated Plan

Standard 5: Exhibits Professionalism

Seeks and completes professional growth opportunities / activities for self and staff to improve instruction with school council approval as appropriate

- 5.1 Upholds and models Kentucky's School Personnel Code of Ethics
- 5.2 Uses a variety of sources to evaluate self and to identify needs / managerial improvement
- 5.3 Develops / reviews a professional growth plan congruent with school / district / KERA goals and mission
- 5.4 Reviews professional development growth plan annually and revises plan as needs / goals change or as evaluation warrants
- 5.5 Participates in focused professional development activities (continuing education, workshops, seminars, etc.)
- 5.6 Keeps abreast of current research / theories / practices in educational administration for instructional improvement purposes
- 5.7 Shares educational materials, information, ideas with colleagues

- 5.8 Strives to improve leadership, administration, and instruction on a consistent basis
- 5.9 Maintains appropriate confidentiality regarding students' behaviors and performances, employee evaluations, professional growth plans, etc.
- 5.10 Supports staff in identifying needs, scheduling time, and securing resources for their professional growth activities
- 5.11 Maintains certification / requirements for personnel evaluator and effective instructional leadership program
- 5.12 Demonstrates a respect for people of all groups (gender, race, religion. etc.)
- 5.13 Attains all standards established by the Education Professional Standards Board

Standard 6: Meets Job Expectations

Meets local school district expectations and requirements of job description

- 6.1 Implements / follows district policies and procedures
- 6.2 Adheres to district expectations / criteria outlined in job description of assigned duties
- 6.3 Serves as an active participant on school / district committees / councils
- 6.4 Prepares agenda and materials for both regularly scheduled and other necessary meetings
- 6.5 Prepares reports in an organized and timely manner as stipulated by district / state policies
- 6.6 Maintains regular punctual attendance
- 6.7 Recommends instructional / facility(ies) change(s) as needed
- 6.8 Performs other assignments consistent with contract / job expectations