



## FORMATIVE CONFERENCE FORM FOR CENTRAL OFFICE ADMINISTRATORS

Evaluatee \_\_\_\_\_

Evaluator \_\_\_\_\_ Position \_\_\_\_\_

Dates of Conference \_\_\_\_\_ School \_\_\_\_\_

Standards Performance Criteria	More than one rating may be checked			Professional Growth Comments
	Met	Growth Needed	Not Met	
<b>Standard 1: Organizes Use of Facility / Resources</b>				
1.1 Uses district, state, and local 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				

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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				
<b>Standard 2: Manages Uses of Facility / Resources</b>				
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				

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2.7 Assists staff in prioritizing assignments / responsibilities				
2.8 Develops (with appropriate staff) realistic timeframe(s) for completion of assignment / 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				
<b>Standard 3: Communicates Effectively</b>				
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				

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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				
<b>Standard 4: Serves as an Instructional Leader</b>				
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				

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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				

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4.12 Facilitates the development of school / district vision / mission / goals				
4.13 Facilitates the development of district Consolidated Plan				
<b>Standard 5: Exhibits Professionalism</b>				
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				

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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				
<b>Standard 6: Meets Job Expectations</b>				
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				

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6.7 Recommends instructional / facility(ies) change(s) as needed				
6.8 Performs other assignments consistent with contract / job expectations				