

**COLLEAGUE ASSESSMENT QUESTIONNAIRE
 DISTRICT ADMINISTRATOR'S POSITION**

TOTAL: _____

Please use the following definitions when evaluating the District Administrator’s job performance.

- 4 – Distinguished – Refers to professional practice that involves and empowers staff, students and community in the learning process to create a highly successful District. District Administrators at this level are master administrators and leaders in the field both inside and outside of their school.
- 3 – Proficient – Refers to consistent and successful professional practice. With feedback and reflection, District Administrator can build on strengths while striving for mastery.
- 2 – Developing/Basic - Refers to professional practice that demonstrates some knowledge and skills to influence student and organizational learning, but the application is inconsistent (perhaps due to recent entry to administration or transition to a new role). Guidance and support around necessary competencies are needed.
- 1 – Unsatisfactory - Refers to professional practice that does not display basic understanding of concepts within the component(s). Such practice negatively impacts educator performance and school progress. Intensive intervention and support are needed.

N/A - Use this for any item you do not have enough knowledge to evaluate, or if the item is not applicable.

Any item rated a “1” should include the basis for the rating and a suggestion for improvement.

Any item rated a “4” should include the basis for the rating with supporting examples.

Category		Points: 1 2 3 4 (1 least; 4 most)			
A. Board Relations and Management Weighted 10%	1. Provide for activities and procedures that promote positive District Administrator-Board interpersonal and working relationships	1	2	3	4
	2. Administer the schools in conformity with the adopted policies of the Board, the rules and regulations of the Department of Public Instruction, and in accordance with state and federal law	1	2	3	4
	3. Keep the Board informed on the issues, needs, and operations of the District, making recommendations for the Board’s consideration	1	2	3	4
		1	2	3	4

	<ol style="list-style-type: none"> 4. Recommend to the Board policies that are consistent with state and federal laws and supervise their implementation; and 5. Prepare the agendas with the Board President; prepare materials for distribution to Board members the week prior to regular meetings. 	<table border="0"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	1	2	3	4	1	2	3	4																								
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<p>B. School and Community Relations</p> <p>Weighted 15%</p>	<ol style="list-style-type: none"> 1. Represent the schools before the public while developing and maintaining channels of communication with school personnel, students, and the community; 2. Engage in, encourage, and oversee an active, positive public relations and communications program within the schools and the community at large; 3. Understand the culture of the community by recognizing and being sensitive to the needs of a diverse community; 4. Articulate the District’s goals, decisions, and priorities to school personnel, students, and the community; 5. Demonstrate conflict resolution skills, consensus building skills, and the ability to bring about cooperative solutions; 6. Recommend to the Board the employment and dismissal of all administrative and teaching positions; Supervise all personnel operations which may include, but are not limited to, the selection, employment, assignment, supervision, and dismissal of all school employees; Supervise systems to evaluate all District staff and programs to improve performance; 7. Recommend changes in organizational structure and staffing to the Board. 8. Serve on the Evansville Education Foundation (EEF) Board of Directors as an Ex Officio member to identify funding needs, possible funding sources, and promote the efforts of the district and the EEF to the Community 	<table border="0"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
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<p>C. Educational Environment and Instruction</p> <p>Weighted 25%</p>	<ol style="list-style-type: none"> 1. Ensure a safe educational environment within the District, reporting to the Board on an annual basis the status of the District emergency plan; 2. Be foremost the educator responsible to the Board for the development and maintenance of high academic achievement of the students of the District; 3. Assure the achievement of instructional goals and effective student learning by providing leadership in educational program development, implementation, and continuous improvement; 4. Establish an administrative team that has regular, periodic meetings for the purpose of communication and consideration of matters related to student achievement, staff development, alignment of the District's curriculum with state standards and assessments, and the effective and efficient operation of the program, facilities, and activities of the District; 5. Engage in professional development activities for the purpose of gaining knowledge, skills, and perspectives that assist in setting positive directions and providing appropriate background for sound educational decisions for the administration of the District's schools. 	<p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p>
<p>D. District Strategic Planning</p> <p>Weighted 25%</p>	<ol style="list-style-type: none"> 1. Involve the Board, staff, and community in ongoing strategic planning processes that position the District appropriately to meet the future needs of students; 2. Participate with the Board and the administrative team in developing the short- and long-range goals of the District, including monitoring the progress of the District toward the Strategic Plan's goals, fostering new ideas, and acting as a catalyst for change and innovative thinking; 3. Conduct annual updates that include a review of the District's vision and mission statement, beliefs, strategies, and objectives to be certain that they continue to represent the current thinking of the Board, staff, students, parents, and community; 4. Provide reports to the Board, annually or as requested, on the progress of the Strategic Plan. 	<p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p>

<p>E. Business and Fiscal Management</p> <p>Weighted 20%</p>	<ol style="list-style-type: none"> 1. Supervise the preparation of the annual budget for consideration by the Board, working with the Business Manager to ensure that the budget is in conformance with current standards of the Wisconsin Department of Public Instruction and applicable Wisconsin Statutes; 2. Supervise the preparation of monthly financial reports which shall be provided to the Board; 3. Implement the approved budget of the District in a manner consistent with the directives of the Board and philosophy of the District as reflected in the budget. 4. Direct expenditures and incur obligations on behalf of the District within the limits of the approved budget, either directly or by delegation to appropriately authorized District personnel; 5. Administer or delegate all aspects of the operation of the physical plant of the District, including maintenance and custodial operations, safety and security matters of code compliance, building utilization, and other related matters; 6. Monitor, report, and recommend short- and long-term facility needs to the Board; 7. Present student population data to include open enrollment numbers and their impact to the Board each semester and keep the Board informed of school population trends. 	<p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p>
<p>F. Staffing Levels</p> <p>Weighted 5%</p>	<ol style="list-style-type: none"> 1. Report projected District enrollments to the Board of Education in November prior to the year for which projected; 2. Direct the establishment of classes based on authorized staffing levels, student enrollments, and Board policy. 	<p>1 2 3 4</p> <p>1 2 3 4</p>
		<p>Sum of weighted contributions, sections A-F _____</p>
<p><u>Comments:</u></p>		