

**INDEPENDENT SCHOOL DISTRICT OF BOISE CITY
OFFICE OF EDUCATIONAL SERVICES
ADMINISTRATIVE/SUPERVISORY EVALUATION**

PHILOSOPHY

Every community is vitally interested in the quality of education that goes on within its local school system. The Independent School District of Boise City believes that one important factor contributing to a high quality of education is proficient administrators whose performance is evaluated with a view to stimulating professional growth and improving administrative performance.

This instrument is designed to provide for formal communication between the evaluator and evaluatee for the development of administrative skills leading to a total and effective education for all students. Each administrator will be evaluated in the areas of educational management, leadership, communications, and curriculum and instruction. It is incumbent upon the evaluator to assess the extent of progress in the administrator's professional performance, specify improvement recommendations, and express administrative commendation for successful professional service.

EVALUATION PROCEDURE

The performance of each administrator employed by the Independent School District of Boise City shall be evaluated in writing by his/her immediate supervisor at least once during each school year.

The evaluatee will be provided a blank evaluation form and will be allowed at least ten(10) days to complete the self-evaluation and prepare documentation.

The evaluator will independently complete an evaluation of the administrator, and specify any recommendations and commendations.

Upon completion of the two evaluations, the evaluator will schedule a conference with the evaluatee in a place designated by the evaluatee. During this conference both parties will discuss their respective evaluations, present any support or additional documentation, and revise their evaluations as warranted.

Within ten(10) days after the conference, the evaluator will consolidate the two evaluations with supporting documentation, recommendations, and commendations on one evaluation form, secure the evaluatee's signature on the document, and enter the evaluation in the evaluatee's personnel file.

SCALE 1 - PROFICIENT 3 - NEEDS IMPROVEMENT 5 - NOT EVALUATED
 2 - SATISFACTORY 4 - UNSATISFACTORY

Evaluator will specify improvement recommendations for all categories in which "3" or "4" from above is checked.

I. MANAGEMENT	RATING									
	EVALUATEE					EVALUATOR				
	1	2	3	4	5	1	2	3	4	5
a. Establishes appropriate goals and objectives for area of responsibility.										
b. Organizes effectively and plans ahead.										
c. Searches for and recognizes alternative solutions to problems.										
d. Follows through on decisions and attends to details.										
e. Conducts effective evaluation of programs.										
f. Effectively budgets, administers, and controls budget allowance.										
g. Effectively utilizes professional staff and ancillary and support personnel.										
h. Provides logistics assistance.										
i. Contributes to the development of, supports, and implements District policies, procedures, and programs.										

Evaluatee's statements and/or documentation:

Evaluator's Commendations and Recommendations:

SCALE 1 - PROFICIENT 3 - NEEDS IMPROVEMENT 5 - NOT EVALUATED
 2 - SATISFACTORY 4 - UNSATISFACTORY

Evaluator will specify improvement recommendations for all categories in which "3" or "4" from above is checked.

II. LEADERSHIP	EVALUATEE					RATING				
	1	2	3	4	5	1	2	3	4	5
a. Takes initiative.										
b. Takes responsibility for making decisions.										
c. Makes decisions impartially and objectively.										
d. Accepts responsibility for own and subordinate's actions.										
e. Faces problems and resolves conflict.										
f. Supports District-wide and site-based programs.										
g. Is active in developing and implementing improvements in the school system.										
h. Is willing to try new approaches.										
i. Promotes professional growth of subordinates.										
j. Delegates authority effectively and/or allocates responsibility impartially.										

Evaluatee's statements and/or documentation:

Evaluator's Commendations and Recommendations:

SCALE 1 - PROFICIENT 3 - NEEDS IMPROVEMENT 5 - NOT EVALUATED
 2 - SATISFACTORY 4 - UNSATISFACTORY

Evaluator will specify improvement recommendations for all categories in which "3" or "4" from above is checked.

III. COMMUNICATION	EVALUATEE					RATING EVALUATOR				
	1	2	3	4	5	1	2	3	4	5
a. Writes and speaks effectively.										
b. Establishes and maintains effective relations with students, staff, administrators, and community.										
c. Responds promptly to questions and requests.										
d. Actively listens in a conversation or discussion.										
e. Contributes ideas and shares information.										

Evaluattee's statements and/or documentation:

Evaluator's Commendations and Recommendations:

SCALE 1 - PROFICIENT 3 - NEEDS IMPROVEMENT 5 - NOT EVALUATED
 2 - SATISFACTORY 4 - UNSATISFACTORY

Evaluator will specify improvement recommendations for all categories in which "3" or "4" from above is checked.

IV. CURRICULUM AND INSTRUCTION	EVALUATEE					RATING EVALUATOR				
	1	2	3	4	5	1	2	3	4	5
a. Identifies need for curriculum development.										
b. Coordinates development of curriculum in response to demonstrated need.										
b. Evaluates and revises curricular programs.										
c. Identifies need for inservice sessions and classes.										
d. Provides effective supervision for inservice sessions and classes.										

Evaluatee's statements and/or documentation:

Evaluator's Commendations and Recommendations:

The evaluatee's signature does not indicate agreement or disagreement with the evaluation. It signifies that he/she has conferred with the evaluator and has examined this document.

Evaluatee's Signature

Date

Evaluator's Signature

Date