

II. Teaching and Learning: The school administrator uses a knowledge of teaching and learning in working collaboratively with faculty and staff to implement effective and innovative teaching practices which engage students in meaningful and challenging learning experiences.

The school administrator demonstrates the ability to:

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|---|---|----|---|----|
| A. recognize, model, and promote effective teaching strategies that enable students to apply what they learn to real world experiences; | S | NI | U | NO |
| B. encourage and support the use of both innovative, research-based teaching strategies to engage students actively in solving complex problems and methods of student assessment which will enhance learning for all students; | S | NI | U | NO |
| C. conduct frequent classroom visits and periodic observations, provide constructive feedback to faculty and staff, and suggest models of effective teaching techniques when needed; | S | NI | U | NO |
| D. fostering a caring, growth-oriented environment for faculty and students, one in which high expectations and high standards for student achievement are emphasized; and | S | NI | U | NO |
| E. promote collaboration and team building among faculty. | S | NI | U | NO |

CATEGORY RATING	S	NI	U	NO
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III. School Management: The school administrator promotes the success of all students by ensuring management of the organization, operations and resources for a safe and orderly learning environment.

The school administrator demonstrates the ability to:

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|--|---|----|---|----|
| A. maintain a safe, secure, clean and aesthetically pleasing physical school plant; | S | NI | U | NO |
| B. establish and/or implement laws, policies, regulations and procedures that promote effective school operations; | S | NI | U | NO |
| C. maintain a positive school environment where proper student discipline is the norm; | S | NI | U | NO |
| D. manage fiscal resources responsibly, efficiently, and effectively and monitor whether others do so as well; | S | NI | U | NO |
| E. manage human resources responsibly by selecting and inducting new personnel appropriately, assigning and evaluating all staff effectively, and taking other appropriate steps to build an effective school staff; | S | NI | U | NO |
| F. monitor support services such as transportation, food, health, and extended care responsibly; | S | NI | U | NO |
| G. provide and coordinate appropriate co-curricular and extra-curricular activities; | S | NI | U | NO |
| H. use shared decision making effectively in the management of the school; | S | NI | U | NO |
| I. manage time and delegate appropriate administrative tasks to maximize attainment of the school goals; | S | NI | U | NO |

- J. use available technology effectively to manage school operations; and S NI U NO
- K. monitor and evaluate school operations and use feedback appropriately to enhance effectiveness S NI U NO

CATEGORY RATING S NI U NO

IV. School Improvement: The school administrator works with the school community to review data from multiple sources to establish challenging standards, monitor progress, and foster the continuous growth of all students.

The school administrator demonstrates the ability to:

- A. provide ongoing opportunities for staff to reflect on their roles and practices in light of student standards and school goals; S NI U NO
- B. grow professionally by engaging in professional development activities and making such activities available to others; S NI U NO
- C. facilitate school-based research and use these and other research findings to plan school improvement initiatives, pace the implementation of these changes and evaluate their impact on teaching and learning; S NI U NO
- D. foster the genuine continuous involvement and commitment of the school community in promoting the progress of all students toward attaining high standards; and S NI U NO
- E. enhance school effectiveness by appropriately integrating the processes of teacher selection/evaluation and professional development with school improvement. S NI U NO

CATEGORY RATING S NI U NO

V. Professional Development: The school administrator works collaboratively with the school faculty and staff to plan and implement professional development activities that promote both individual and organizational growth and lead to improved teaching and learning.

The school administrator demonstrates the ability to:

- A. communicate a focused vision for both school and individual professional growth; S NI U NO
- B. use research and data from multiple sources to design and implement professional development activities; S NI U NO
- C. secure the necessary resources for meaningful professional growth, including the time and planning and the use of emerging technologies; S NI U NO
- D. provide opportunities for individual and collaborative professional development; S NI U NO
- E. provide incentives for learning and growth and encourage participation in professional development activities at the national, state and parish levels; and S NI U NO

- F. assess the overall impact of professional development activities on the improvement of teaching and student learning. S NI U NO

CATEGORY RATING S NI U NO

VI. School-Community Relations: The school administrator uses an understanding of the culture of the community to create and sustain mutually supportive school-community relations.

The school administrator demonstrates the ability to:

- A. be visible and involved in the community and treat members of the school community equitably; S NI U NO
- B. involve the school in the community while keeping the school community informed; S NI U NO
- C. use school-community resources to enhance the quality of school programs, including those resources available through business and industry; S NI U NO
- D. recognize and celebrate school successes publicly; and S NI U NO
- E. communicate effectively, both interpersonally and through the media. S NI U NO

CATEGORY RATING S NI U NO

VII. Professional Ethics: The school administrator demonstrated honesty, integrity, and fairness to guide school programs in an ethical manner.

The school administrator demonstrates the ability to:

- A. model ethical behavior at both the school and community levels; S NI U NO
- B. communicate to others expectations of ethical behavior; S NI U NO
- C. respect the rights and dignity of others; S NI U NO
- D. provide accurate information without distortion and without violating the rights of others; S NI U NO
- E. develop a caring school environment in collaboration with the faculty and staff; S NI U NO
- F. apply laws, policies, regulations and procedures fairly, consistently, wisely and compassionately; S NI U NO
- G. minimize bias in self and others and accept responsibility for own decisions and actions; and S NI U NO
- H. address unethical behavior in self and others. S NI U NO

CATEGORY RATING S NI U NO

VIII. Other

- A. Performs other professional duties as requested or assigned by the Superintendent or his designee. S NI U NO

CATEGORY RATING S NI U NO

I have read the above observation. My signature does not indicate agreement or disagreement.

Signature and Title of Observer

Signature of Employee

Date

Date

Employee Comments: _____

I. Comments

II. Comments

III. Comments

IV. Comments

V. Comments

VI. Comments

VII. Comments
