**Guidance for Evaluation of Central Office Administrators**

This document is intended to be a crosswalk between the School-Level Administrator rubric and the evaluation criteria that existed previously for central office administrators.

**Standard I: Instructional Leadership**

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| **Rubric Indicators & Elements** | **Central Office Administrator Evaluation Criteria from School Year 2011-2012** |
| I-A. Curriculum  I-A-1. Standards-Based Unit Design  I-A-2. Lesson Development Support  I-B. Instruction  I-B-1. Instructional Practices  I-B-2. Quality of Effort & Work  I-B-3. Diverse Learners’ Needs  I-C. Assessment  I-C-1. Variety of Assessments  I-C-2. Adjustments to Practice  I-D. Evaluation  I-D-1. Education Goals  I-D-2. Observations & Feedback  I-D-3. Ratings  I-D-4. Alignment Review  I-E. Data-Informed Decision Making  I-E.1. Knowledge & Use of Data  I-E-2. School and District Goals  I-E.3. Improvement of Performance,  Effectiveness, and Learning | * Monitors the quality and/or quantity of services provided. * Assesses operations and recommends or makes changes as necessary. * Collaborates with external agencies as necessary. * Provides staff with leadership, orientation and training as required. * Acts in accordance with prescribed organizational structure. * Demonstrates ability to analyze and use information in decision-making process. * Explains performance standards, duties and responsibilities and evaluates staff in accordance with School Department policies. |

**Standard II: Management & Operations**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| II-A. Environment  II-A-1. Plans, Procedures, and Routines  II-A-2. Operational Systems  II-A-3. Student Safety, Heath, and Social and Emotional Needs  II-B. Human Resources Management & Development  II-B-1. Recruitment & Hiring Strategies  II-B-2. Induction, Professional Development, and Career Growth Strategies  II-C. Scheduling & Management  II-C-1. Time for Teaching and Learning  II-C-2. Time for Collaboration  II-D. Law, Ethics & Policies  II-D-1. Laws and Policies  II-D-2. Ethical Behavior  II-E. Fiscal Systems  II.E.1. Fiscal Systems | * Develop plans for an effective delivery of services. * Assesses operations and recommends or makes changes as necessary. * Completes all required reports thoroughly, clearly, accurately, and on time. * Works cooperatively with Central Office, Cluster Office and school personnel. * Demonstrates sound fiscal judgment in budgetary decisions. * Organizes and coordinates own activities and those of staff. * Ensures compliance in area of responsibility with policies, procedures, and contractual obligations of School Department, and all legal mandates. * Maintains all appropriate records required for the operation of the unit. * Exercises sound judgment in the performance of one’s duties. * Utilizes appropriate resources to effectively carry out professional responsibilities. |

**Standard III: Family and Community Engagement**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| III-A. Engagement  III-A-1. Family Engagement  III-A-2. Community and Business Engagement  III-B. Sharing Responsibility  III-B-1. Student Support  III-B-2. Family Collaboration  III-C. Communication  III-C-1. Two-Way Communication  III-C-2. Culturally Proficient Communication  III-D. Family Concerns  III.D.1. Family Concerns | * Communicates, implements and monitors compliance with policies and procedures of School Department and external agencies as appropriate. |

**Standard IV: Professional Culture**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| IV-A. Commitment to High Standards  IV-A-1. Commitment to High Standards  IV-A-2. Mission and Core Values  IV-A-3. Meetings  IV-B. Cultural Proficiency  IV-B-1. Policies and Practices  IV-C. Communication  IV-C-1. Communication Skills  IV-D. Continuous Learning  IV-D-1. Continuous Learning of Staff  IV-D-2. Continuous Learning of Administrator  IV-E. Shared Vision  IV-B-1. Shared Vision Development  IV-F. Managing Conflict  IV-C-1. Response to Disagreement  IV-C-2. Conflict Resolution  IV-C-3. Consensus Building | * Communicates, implements and monitors compliance with policies and procedures of School Department and external agencies as appropriate. * Communicates accurately and effectively. * Carries out responsibilities in a professional manner. * Maintains regular attendance and punctuality. * Attends conferences, seminars, workshops and activities that contribute to one’s professional growth and development. * Demonstrates receptivity to constructive suggestions related to professional role, and responds appropriately. * Maintains professional demeanor. * Performs additional job-related tasks and functions assigned to him/her. |