**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 DesignI-A-2. Lesson Development SupportI-B. InstructionI-B-1. Instructional PracticesI-B-2. Quality of Effort & WorkI-B-3. Diverse Learners’ Needs I-C. AssessmentI-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 ReviewI-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.
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**Standard II: Management & Operations**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| II-A. EnvironmentII-A-1. Plans, Procedures, and RoutinesII-A-2. Operational SystemsII-A-3. Student Safety, Heath, and Social and Emotional Needs II-B. Human Resources Management & DevelopmentII-B-1. Recruitment & Hiring StrategiesII-B-2. Induction, Professional Development, and Career Growth StrategiesII-C. Scheduling & ManagementII-C-1. Time for Teaching and LearningII-C-2. Time for CollaborationII-D. Law, Ethics & PoliciesII-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.
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**Standard III: Family and Community Engagement**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| III-A. EngagementIII-A-1. Family EngagementIII-A-2. Community and Business EngagementIII-B. Sharing ResponsibilityIII-B-1. Student SupportIII-B-2. Family CollaborationIII-C. CommunicationIII-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.
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**Standard IV: Professional Culture**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| IV-A. Commitment to High StandardsIV-A-1. Commitment to High StandardsIV-A-2. Mission and Core ValuesIV-A-3. MeetingsIV-B. Cultural ProficiencyIV-B-1. Policies and PracticesIV-C. CommunicationIV-C-1. Communication Skills IV-D. Continuous LearningIV-D-1. Continuous Learning of StaffIV-D-2. Continuous Learning of AdministratorIV-E. Shared VisionIV-B-1. Shared Vision DevelopmentIV-F. Managing ConflictIV-C-1. Response to Disagreement IV-C-2. Conflict ResolutionIV-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.
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