



**Huron Intermediate School District**  
**Administrator Evaluation Rubric**  
 School Year \_\_\_\_\_

<b>Administrator</b>	<b>Evaluator</b>	<b>Date(s) of Observation</b>

<b>1. Performance</b>
a. Measure not yet determined
<b>Comments</b>
<b>2. Professional Responsibility</b>
<b>a. Maintains Professional Behavior</b> <i>Demonstrates professional ethics</i> <i>Interacts with staff and visitors professionally</i> <i>Works to be a positive, participative member of the team</i> <i>Cooperates, shares information in a calm and pleasant manner</i> <i>Models positive leadership</i> <i>Follows work schedule, punctuality guidelines</i> <i>Adheres to deadlines/schedules</i>
<b>b. Presents Self Professionally</b> <i>Presents appropriate dress and appearance</i> <i>Respects/maintains confidentiality</i>
<b>c. Maintains Accurate Records</b> <i>Completes forms (service delivery records, staff/student records)</i> <i>Maintains orderly correspondence files</i> <i>Follows up on written, verbal requests</i>
<b>d. Follows Huron ISD/Building Policies and Procedures</b> <i>Adheres to regulations spelled out in bargaining agreements of professional and support staff</i> <i>Enforces district policies</i> <i>Follows personnel/student handbook</i> <i>Follows crisis plan/building security plan</i>
<b>e. Works Toward Professional Growth and Development</b> <i>Engages in ongoing learning by participating in professional development activities, coursework</i> <i>Reads/researches to keep abreast of current educational issues, findings</i> <i>Networks with colleagues for professional growth</i>
<b>Comments</b>
<b>3. Planning and Preparation</b>
<b>a. Demonstrates Knowledge of Area of Service</b> <i>Demonstrates awareness of departmental issues (content)</i> <i>Displays knowledge of funding regulations, budgeting procedures</i> <i>Maintains awareness of legislation affecting delivery of service area</i>
<b>b. Participates in Shaping Educational Progress</b> <i>Networks with colleagues statewide</i> <i>Stays current with program research, guidelines</i> <i>Communicates with state officials and legislators on behalf of best interest of constituency</i>
<b>Comments</b>

<b>4. Leadership</b>		
a.	<b>Communicates Effectively</b> <i>Shares information about services in a timely, effective manner</i> <i>Practices effective listening skills</i> <i>Uses language that is courteous, tactful, and easily understood</i> <i>Respects the opinions of others</i> <i>Shares expectations, requirements with staff</i>	
b.	<b>Successfully Administers Program</b> <i>Builds collegiality, sense of teamwork within department/program</i> <i>Works to advance improvement initiatives</i> <i>Solves problems independently</i> <i>Provides clear direction—work functions, curriculum delivery</i> <i>Exercises good judgment</i> <i>Encourages growth, creativity, efficiency</i> <i>Leads by example</i>	
c.	<b>Supports Staff, Colleagues, Administrative, Board</b> <i>Supports Board/Administrative directives</i> <i>Plans professional growth experiences for staff</i> <i>Acts as ambassador for district at all times</i> <i>Resolves conflicts in a productive and professional manner</i> <i>Attends to needs of others</i>	
d.	<b>Demonstrates Effective Organizational Skills</b> <i>Reveals project management skills</i> <i>Completes tasks in a timely manner</i> <i>Uses work time efficiently and for purposes intended</i> <i>Implements an effective system of organizing materials and information</i>	
<b>Comments</b>		
<b>5. Environment</b>		
a.	<b>Organizes Physical Space</b> <i>Maintains pleasing appearance of building, office space</i> <i>Organizes tools/equipment for maximum efficiency and productivity</i>	
b.	<b>Practices School Health and Safety Procedures</b> <i>Educates staff about policies and precautionary measures (fire, disaster, and crisis procedures)</i> <i>Provides "drill" training</i>	
c.	<b>Creates an Atmosphere of Respect and Rapport</b> <i>Presents self as approachable and willing to work toward solving problems</i> <i>Models appropriate behavior for staff</i> <i>Builds positive atmosphere in building/department</i>	
<b>Comments</b>		
<b>6. Other</b>		
a.	Administrator Attendance	
b.	Administrator Disciplinary Record	
c.	Accomplishments and Contributions Above Normal Expectations	
d.	Non-required but Relevant Special Training	
<b>Comments</b>		

<b>Post-Observation Conference</b>		
<b>Suggestions for Improvement</b>		
<b>Administrator's Signature</b>	<b>Evaluator's Signature</b>	<b>Post-Observation Conference Date (within five days of observation)</b>

Optional staff comments (see attached)