

# CENTRAL OFFICE ADMINISTRATOR EVALUATION

## POSTING AND ASSURANCES

Per MCL 380.1249b: Beginning with the 2016-2017 school year, a school district, intermediate school district, or public school academy shall post on its public website the following information about the evaluation tool(s) in use for evaluation of teachers and administrators:

- Research base for the evaluation framework, instrument, and process;
- Identity and qualifications of the author;
- Evidence of reliability, validity, and efficacy;
- Evaluation framework and rubric;
- Description of processes for conducting observations, collecting evidence, conducting evaluation conferences, developing performance ratings and developing performance improvement plans;
- Description of the plan for providing evaluators and observers with training.

This evaluation tool has been approved by the District. The contents of this document are compliant with the law laid forth, specifically pertaining to the Central Office Administrator Evaluation.

Jennifer Curry  
Printed Name of Superintendent

Jennifer Curry  
Signature of Superintendent

2-12-20  
Date of Adoption in District

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## RESEARCH BASE FOR THE EVALUATION FRAMEWORK, INSTRUMENT, AND PROCESS

[Section 1249b(2)(a)]

The Central Office Administrator Evaluation is derived from the following research bases:

- NAESP/NASSP, *Rethinking Principal Evaluation: A New Paradigm Informed by Research and Practice* (2012);
- Elliot, S.N., Clifford, M., (2014) *Principal Assessment: Leadership Behaviors Known to Influence Schools and the Learning of All Students* (Document No. LS-5);
- Wahlstrom, Kyla; Seashore, Karen; Leithwood, Kenneth, Anderson, Stephen (2010). *Investigating the Links to Improved Student Learning: Final Report of Research Findings*. The Wallace Foundation;
- Ball, Deborah Loewenberg (2013). *Final Recommendations*. Michigan Counsel for Educator Effectiveness (MCEE);
- *Professional Standards for Educational Leaders*. (2015) National Policy Board for Educational Administration.

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- *Professional Standards for Educational Leaders*. (2015) National Policy Board for Educational Administration.

- Clifford, Matthew Ph.D., Hansen, Ulcca Joshni Ph.D., J.D., Wraight, Sara J.D. (2012). *A Practical Guide to Designing Comprehensive Principal Evaluation System*. National Comprehensive Center for Teacher Quality.
- Tobin, James. (2014). *Management and Leadership Issues for School Building Leaders*. National Council of Professors of Educational Administration.
- Collins, Gary J. & Blaha, William J. (2016). *Michigan Teacher and Administrator Evaluations*. Collins and Blaha, P.C.

The foundation of the Central Office Administrator Evaluation is the Professional Standards for Educational Leaders, formally known as the Interstate School Leaders Licensure Consortium (ISLLC) Standards. The Professional Standards “communicate expectations . . . about the work, qualities and values of effective educational leaders.” The National Policy Board for Educational Administration, which publishes the Professional Standards, stated in 2015:

The 2015 Standards are the result of an extensive process that took an in-depth look at the new education leadership landscape. It involved a thorough review of empirical research . . . and sought the input of researchers and more than 1,000 school and district leaders through surveys and focus groups to identify gaps among the 2008 Standards, the day-to-day work of education leaders, and leadership demands of the future. The National Association of Elementary School Principals (NAESP), National Association of Secondary School Principals (NASSP), and American Association of School Administrators (AASA) were instrumental to this work.

The Central Office Administrator Evaluation is also the result of reviewing administrator evaluation systems in all 50 states, with particular focus on the following evaluation tools:

- Principal Evaluation Process, An Arizona Model for Measuring Educator Effectiveness, Arizona Department of Education in collaboration with the Arizona School Administrators Association (2014-2015);
- Kansas Educator Evaluation Protocol KEEP, Kansas State Department of Education (June 14, 2011);
- Kentucky Principal Performance Standards, Kentucky Department of Education;
- RISE Evaluation and Development System, Indiana Department of Education (August 1, 2012);
- Summative Rating Matrix, Illinois Association of School Administrators (July 14, 2012);
- Leader Evaluation and Professional Growth, Maine Schools for Excellence (May, 2016);
- Massachusetts Model System for Educator Evaluation, Massachusetts Department of Elementary & Secondary Education (January, 2012);
- Minnesota Principal Development and Evaluation Rubric, Minnesota Department of Education (August 20, 2016);
- New Hampshire Principal Evaluation Frameworks, New Hampshire Department of Education (April, 2012);
- Ohio Principal Evaluation System, Ohio Department of Education (November 17, 2015);
- Oregon Educational Leader/Administrator Rubric, Oregon Department of Education (January, 2013);

- Utah Educational Leadership Standards, Utah State Office of Education (August, 2013);
- Wisconsin Framework for Principal Leadership, State of Wisconsin Department of Public Instruction (2012).

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## IDENTIFICATION AND QUALIFICATIONS OF THE AUTHOR(S)

[Section 1249b(2)(b)]

The Central Office Administrator Evaluation is the result of Collins & Blaha, P.C.'s range of experience in the field of education law, input from various districts in Michigan and the careful selection of elements from multiple state-approved evaluation tools. Educators and experts in several southeastern Michigan school districts provided input for the tool as well.

### Authors

- Gary J. Collins, Esq., Collins & Blaha, P.C. (Primary Author) in collaboration with the attorneys of Collins & Blaha, P.C.

### Construct Validity Consultants and Position/School District as of 2016

- Karl D. Paulson, Superintendent, Lakeview Public Schools; and
- Barbara VanSweden, Superintendent, Fitzgerald Public Schools.

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## EVIDENCE OF RELIABILITY, VALIDITY, AND EFFICACY

[Section 1249b(2)(c)]

**Reliability:** The Central Office Administrator Evaluation has the following plan for developing evidence of reliability, as permitted by MCL 380.1249b(2)(c). The Central Office Administrator Evaluation will use test-retest reliability to measure the degree to which the tool produces stable and consistent results. A sample of school districts will administer the evaluation at two different points in time. The ratings given by a Superintendent, or his or her designee, will be compared to evaluate the assessment for reliability.

**Validity:** A test is valid if it measures what it is supposed to measure. Thus, a performance evaluation tool is valid if it is actually measuring performance. Construct validity is a continuous process of evaluation, reevaluation, refinement, and development.

### Construct Validity Consultants and Position/School District as of 2016

- Karl D. Paulson, Superintendent, Lakeview Public Schools; and
- Barbara VanSweden, Superintendent, Fitzgerald Public Schools.

**Efficacy:** The Central Office Administrator Evaluation reflects a growth and development model. Administrators are measured, among other improvement activities, on how well they engage in activities to improve professional practice, develop the capacity of individual teachers to engage in continuous improvement processes, develop a culture of collaboration, and engage stakeholders in the promotion of the school's mission, vision and improvement goals.

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## **EVALUATION FRAMEWORK AND RUBRIC**

[Section 1249b(2)(d)]

The Central Office Administrator Evaluation Form is attached as Appendix A to this document.

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## **DESCRIPTION OF PROCESS FOR CONDUCTING CLASSROOM OBSERVATIONS, COLLECTING EVIDENCE, CONDUCTING EVALUATION CONFERENCES, DEVELOPING PERFORMANCE RATINGS, AND DEVELOPING PERFORMANCE IMPROVEMENT PLANS**

[Section 1249b(2)(e)]

The Superintendent, or his or her designee, should meet to discuss and agree upon student growth and assessment goals, and to determine which, if any, additional factors will be considered in evaluating the Administrator on his or her year-end evaluation.

The Administrator should collect throughout the year, and present to the Superintendent, or his or her designee, through periodic updates, evidence and artifacts of his or her demonstrated achievement in each of the performance areas. Additional information on evidence gathering is provided during training.

Under the Central Office Administrator Evaluation tool the following ratings must be assigned:

- Exemplary;
- Effective;
- Developing; and
- Needing Support.

The 2024 revisions to this Evaluation Tool maintain four performance ratings. However, an overall performance evaluation rating of “exemplary” will be reported as “effective” pursuant to the 2023 legislative amendments.

When the Superintendent, or his or her designee, is prepared to evaluate the Administrator, a copy of the Central Office Administrator Evaluation packet should be provided to the Administrator. The Superintendent, or designee, should read the introduction and performance indicators which are intended to provide objective examples of the characteristics and/or actions an effective Administrator would exhibit with respect to each Component. The Superintendent or designee shall determine a rating for the Administrator with respect to each Component, including the Student Growth and Achievement Component of the evaluation. In determining the proper performance evaluation ratings, the Superintendent or designee should provide specific examples of actions or behavior, general thoughts or impressions, or feedback from parents, students, or staff, if available. The Superintendent or designee should follow the evaluation’s instructions in determining an overall performance rating for the administrator. The instructions are included in Appendix A.

For those areas in which improvement may be needed, the Superintendent, or his or her designee, should develop a Performance Improvement Plan using the format and guidance provided in Appendix B.

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## **DESCRIPTION OF PLAN FOR PROVIDING EVALUATORS AND OBSERVERS WITH TRAINING**

[Section 1249b(2)(f)]

The Central Office Administrator Evaluation authors are available to conduct live training. This training will include the purpose of the tool and how it should be used to conduct an evaluation of the Administrator. Formal training will include:

- The evaluation process;
- Evidence gathering;
- Review of the six components of the tool;
- Determination of the Administrator’s Student Growth and Assessment Rating; and
- Calculation of the Final Score; and
- Rater reliability training.

The Central Office Administrator Evaluation also provides step-by-step instructions for the Superintendent, or his or her designee, using the tool to evaluate its Administrator. The Central Office Administrator Evaluation tool then provides a process to reach a final evaluation rating.

Administrator Name: \_\_\_\_\_

**CENTRAL OFFICE ADMINISTRATOR EVALUATION SYSTEM**

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**Introduction**

The Michigan Revised School Code requires the Boards of School Districts and Intermediate School Districts to ensure that its Administrators are evaluated annually. This Administrator Performance Evaluation System evaluates an Administrator’s performance across six Components: (1) Professional Growth and Learning; (2) Organizational Management; (3) School Planning and Progress; (4) School Culture; (5) Professional Qualities and Leadership; and (6) Stakeholder Support and Engagement.

These Components reflect the expectations that an effective Administrator is one who positively affects student achievement, and maintains a positive school culture and climate.

This Evaluation Tool has been revised to reflect the 2023 legislative amendments to the Revised School Code. This Evaluation Tool is a performance Growth Tool to provide constructive feedback to Administrators and to promote Administrators’ professional growth. The 2023 legislative amendments include certain requirements that fall outside of the evaluation tool; those requirements are not addressed within the revised Evaluation Tool.

The revisions to this Evaluation Tool pursuant to the 2023 legislative amendments merge the growth aspect of this Evaluation Tool with the recent statutory amendments. The revised Evaluation Tool maintains four performance ratings for the six components, which promotes evaluator calibration and consistent application of the evaluation criteria. However, pursuant to the amended statutory requirements, there are three overall evaluation ratings. The overall evaluation rating is reported to the state.

Additionally, the legislative amendments provide that if an Administrator is rated as highly effective or effective on 3 most recent consecutive evaluations, the school district or intermediate school district may choose to conduct an evaluation biennially instead of annually. [MCL 380.1249b(1)(m).] The performance evaluation system must include a midyear progress report each year that the Administrator is evaluated. The midyear progress report must include specific performance goals for the remainder of the school year for building-level school administrators, or for the remainder of the calendar year for all other school administrators, that are developed by the individual conducting the annual evaluation or the individual’s designee and any recommended training identified by the individual or designee that would assist the school administrator in meeting these goals. [MCL 380.1249b(1)(n).]

The revised Evaluation Tool also removes Component 7, pursuant to the legislative amendments removing the requirement that the portion of administrator evaluations not based on student growth or on an evaluation tool be based on specific statutory factors. Previously, Section 1249b required that the portion of the evaluation that was not based on student growth and assessment data or the evaluation tool be based on specific factors, including the administrator’s proficiency in using the evaluation tool for teachers; the progress made by the school district in meeting the goals set forth in the school or school district’s improvement plan; pupil attendance in the school or school district; and student, parent, and teacher feedback. The 2023 legislative amendments removed this requirement. However, the statutory factors that were previously listed in Section 1249b are incorporated into Components 1 – 6 of the Evaluation Tool.

For Administrators who are members of a bargaining unit, the topic of performance evaluations are subject to collective bargaining. This Administrator Evaluation Tool does not address the evaluation appeal process that an Administrator who is rated as needing support on an evaluation may pursue. [See MCL 380.1249b(1)(p).]

This instrument recognizes that the role of an Administrator has become more complex in recent years encompassing an increase in recordkeeping, attending community events, mentoring staff, intervening with students and families, spending time on personal professional development and leading by example for staff in the building.

Administrator Name: \_\_\_\_\_

### Instructions

1. The Administrator and the Superintendent, or his or her designee (“Superintendent”), should meet to discuss and determine which, if any, additional factors, including goals, will be considered by the Superintendent in evaluating the Administrator on his or her year-end evaluation. These factors may include an additional component to evaluate the wide range of duties an Administrator may have in a particular school district.

Finally, a determination should be made as to the rubric for scoring the evaluation. Districts have flexibility in designing a rubric to meet specific needs. The authors recommend that any rubric revision be reviewed with the primary author, Gary J. Collins, prior to implementation, to ensure the revision meets statutory requirements.

2. The Midyear Progress Report and Written Growth Plan must be completed each year the Administrator is evaluated. The midyear progress report must be used as supplemental tool to gauge a school administrator's improvement from the preceding evaluation and to assist a school administrator to improve.
  - a. The midyear progress report must include specific performance goals for the remainder of the school year for building-level school administrators, or for the remainder of the calendar year for all other school administrators, that are developed by the evaluator or the evaluator’s designee and any recommended training identified by the individual or designee that would assist the Administrator in meeting these goals.
  - b. The evaluator or the evaluator’s designee shall develop, in consultation with the Administrator, a written growth plan that includes these goals and training and is designed to assist the Administrator to maintain and/or improve his or her rating.
  - c. The performance goals may include a continuation of preexisting goals applicable to the Administrator.
3. When the Superintendent is prepared to evaluate the Administrator, a copy of the Administrator Evaluation packet should be provided to the Administrator. The Superintendent, or designee, should follow these instructions:
  - a. For each Component in the Performance Evaluation Tool, read the introduction and performance indicators. These indicators are intended to provide objective examples of the characteristics and/or actions an effective Administrator would exhibit with respect to this Component.
  - b. Determine a rating for the Administrator with respect to each Component. Circle the rating chosen (Exemplary, Effective, Developing, or Needing Support).
  - c. Provide comments in support of the rating. These comments will be helpful during the discussion with the Administrator when the Administrator’s overall evaluation rating is determined. The comments may include specific examples of actions or behavior, or feedback from parents, students, or staff.
  - d. To the extent there is information necessary to do so, rate the Administrator on the Student Growth and Assessment portion of the evaluation. Provide comments in support of the ratings. **[ONLY FOR THOSE CENTRAL OFFICE ADMINISTRATORS REGULARLY INVOLVED IN INSTRUCTIONAL MATTERS – SEE PAGES 18-20]**
  - e. Complete the evaluation process as outlined in these documents.



Administrator Name: \_\_\_\_\_

**Midyear Progress Report and Written Growth Plan**

GOAL #1: \_\_\_\_\_  
\_\_\_\_\_

GOAL #2: \_\_\_\_\_  
\_\_\_\_\_

GOAL #3: \_\_\_\_\_  
\_\_\_\_\_

RECOMMENDED TRAINING (IF ANY IS AVAILABLE OR NEEDED): \_\_\_\_\_  
\_\_\_\_\_

**COMPONENT 1: PROFESSIONAL GROWTH AND LEARNING**

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 1.1 Values and is committed to continuous professional growth and development.
- 1.2 Values and is committed to lifelong learning.
- 1.3 Engages in activities to improve his or her professional practice and monitors the extent to which these activities enhance personal leadership skills and the staff’s confidence about his or her ability to lead.
- 1.4 Demonstrates self-awareness, reflective practice, transparency, and ethical behavior.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>▪ Models ethical behavior and transparency, weaves reflective practice and self-awareness into culture and codes of the school, and models and provides a supportive environment for engaging most staff in the school in ongoing reflective dialogue.</li> <li>▪ Leads staff to model ethical and respectful behavior leading to shared professional accountability.</li> <li>▪ Continuously engages in professional learning and monitoring, including seeking mentor feedback and expertise.</li> <li>▪ Leads activities that contribute to the profession.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Models ethical behavior and transparency, practices reflective practice and self-awareness, and engages some in the school in ongoing reflective dialogue.</li> <li>▪ Expects staff to display professional, ethical, and respectful behavior and takes swift action when inappropriate conduct or practice is reported or observed.</li> <li>▪ Continually engages in activities to improve professional learning and monitors the extent to which these activities enhance leadership skills.</li> <li>▪ Participates in activities that contribute to the profession.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fails to model professionalism at all times but understands professional expectations as evidenced by not acting counter to these expectations.</li> <li>▪ Occasionally holds colleagues to professional, ethical, and respectful behavior expectations.</li> <li>▪ Occasionally reflects on personal practice, sets meaningful goals, and/or researches ways to improve efficiency and practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fails to model professionalism at all times, and occasionally models behaviors counter to expectations.</li> <li>▪ Rarely or never holds colleagues to professional, ethical, and respectful behavior expectations.</li> <li>▪ Does not engage in activities to improve professional practices.</li> </ul>

Administrator Name: \_\_\_\_\_

**COMPONENT 1: PROFESSIONAL GROWTH AND LEARNING**

This Component focuses on measuring an Administrator’s growth and the degree to which he or she has followed through on a professional growth and learning plan to improve his or her own practice. The Administrator is recognized as the leader of the school who continually improves his or her practice.

**Component 1 Rating (Circle One):**

**Exemplary**

**Effective**

**Developing**

**Needing Support**

**Comments:**

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**COMPONENT 2: ORGANIZATIONAL MANAGEMENT**

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 2.1 Operates within budget and fiscal guidelines directed effectively towards District vision and goals.
- 2.2 Leverages resources to achieve mission, vision and goals.
- 2.3 Ensures proper maintenance of school facilities.
- 2.4 Maintains accurate records and maintains confidentiality.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>▪ Enables stakeholder groups to understand the importance of abiding by monetary guidelines and increases their knowledge of ways to effectively direct resources toward District vision and goals.</li> <li>▪ Teaches stakeholder groups ways to use funding to simultaneously meet student needs and district, state and federal fiscal mandates.</li> <li>▪ Seeks additional resources to further vision, mission and goals and models new ways to manage existing resources.</li> <li>▪ Recognizes both present and future facility needs and communicates with appropriate district personnel in a timely manner to resolve concerns.</li> <li>▪ Develops a system for maintaining records, anticipates problems, adheres to all timelines when submitting reports, uses technology to maintain accurate records; maintains confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adheres to monetary guidelines and effectively directs resources toward District vision and goals.</li> <li>▪ Allocates funds based on student needs within the framework of district, state and federal fiscal mandates.</li> <li>▪ Aligns and uses resources to achieve vision, mission and goals.</li> <li>▪ Recognizes and communicates facility needs and communicates with appropriate district personnel to resolve concerns.</li> <li>▪ Submits reports in an efficient, timely and succinct manner; maintains confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develops a budget that loosely aligns with district’s vision, mission, and goals or inconsistently manages expenditures and available resources.</li> <li>▪ Sees the schools resources as given and is not knowledgeable of possibilities for accessing alternate human and fiscal resources; develops skills in planning and developing a budget that manages school goals.</li> <li>▪ Some emerging trends and potential problems are sometimes identified and confronted.</li> <li>▪ Communication skills are inconsistent in some segments of the school population.</li> <li>▪ Does not always protect student, family, and/or staff confidentiality appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Builds a budget that does not align with the district goals or mismanages available resources.</li> <li>▪ Unable to accurately assess and/or leverage school and district resources; does not effectively manage budget.</li> <li>▪ Some emerging trends and potential problems are rarely identified and confronted.</li> <li>▪ Communication skills are ineffective in some segments of the school population.</li> <li>▪ Does not adequately protect student, family, and/or staff confidentiality.</li> </ul>

Administrator Name: \_\_\_\_\_

## COMPONENT 2: ORGANIZATIONAL MANAGEMENT

This Component measures the Administrator's ability to ensure that management of the organization, operations and resources results in a safe, efficient, effective and positive learning environment.

**Component 2 Rating (Circle One):**

**Exemplary**

**Effective**

**Developing**

**Needing Support**

**Comments:**

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## COMPONENT 3: SCHOOL PLANNING AND PROGRESS

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 3.1 Collects and uses data to identify school improvement goals, assess organizational effectiveness, and promotes organizational learning.
- 3.2 Monitors and evaluates progress and revised school goals.
- 3.3 Ensures and monitors the implementation of a comprehensive, rigorous, and coherent departmental program.
- 3.4 Develops the leadership capacity of staff.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>▪ Leads adults and students in the school and community to adopt and enact the vision; builds the capacity of staff to implement effective strategies to achieve the vision; ensures all decisions are aligned to and support the vision.</li> <li>▪ Builds the capacity of staff to collaboratively and continuously analyze and diagnose the current state of the school, set school priorities and goals, using data.</li> <li>▪ Supports staff ownership of and accountability for monitoring progress toward goals; builds the capacity of staff to use data and other leading indicators to monitor, track, and review progress, systematically adjusting strategies where needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supports adults and students in the school and community in taking ownership of the vision; works with the leadership team to implement effective strategies to achieve the vision; makes decisions aligned to and in support of the vision.</li> <li>▪ Develops capacity of staff to engage in continuous improvement processes using multiple sources of relevant data.</li> <li>▪ Develops and implements systems to track and analyze data and other indicators to monitor progress towards District goals; implements revised strategies as supported by the data.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses limited data to identify priority areas for improvement and sets some measurable school wide goals; names a few milestones and benchmarks of progress and develops a school improvement plan that identifies a limited strategy to reach school wide goals.</li> <li>▪ Inconsistently addresses areas of underperformance and/or may only address concerns to a subset of the staff; inconsistently holds conversations on improving and enhancing results.</li> <li>▪ Uses limited data to revise departmental goals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Does not use data to identify priority areas or goals for improvement; has no way to track progress; does not complete a school improvement plan and/or creates a plan that is not aligned to school priorities for improvement.</li> <li>▪ Does not address areas of underperformance with staff members; does not hold conversations on improving and enhancing results.</li> </ul>

Administrator Name: \_\_\_\_\_

**COMPONENT 3: SCHOOL PLANNING AND PROGRESS**

This Component focuses on the Administrator’s ability to manage school planning processes for achieving school goals and ensuring quality implementation of the programs and services identified with increasing student success. It includes developing, implementing, and monitoring school goals.

**Component 3 Rating (Circle One):**

**Exemplary**

**Effective**

**Developing**

**Needing Support**

**Comments:**

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## COMPONENT 4: SCHOOL CULTURE

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 4.1 Expects staff to take an active role in decision making and serving in leadership roles according to their areas of expertise.
- 4.2 Incorporates knowledge of the social, cultural, leadership, and political dynamics of the school community to cultivate a positive academic learning environment.
- 4.3 Uses shared decision-making and collaboration to build relationships with all stakeholders and maintain positive school morale.
- 4.4 Promotes a culture of collaboration, trust and shared leadership.
- 4.5 Plans for and solicits staff, parent, and stakeholder input to promote effective decision-making and communication when appropriate.
- 4.6 Maintains visibility and accessibility to students, parents, staff, and other stakeholders.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>• Has expectations for all staff to take an active role in decision making and serve in leadership roles according to their areas of expertise. Effectively coaches others in the process of shared governance.</li> <li>• Develops, advocates, and sustains a positive, and safe school climate for all stakeholders <i>and</i> seeks out new opportunities or substantially improves existing programs to create an environment where students and stakeholders thrive.</li> <li>• Communicates and collaborates effectively with stakeholders <i>and</i> seeks and effectively engages stakeholders in order to promote the success of all students and staff through productive and frequent communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Has expectations for staff to take a role in decision making and serve in leadership roles according to their areas of expertise, but may have had uneven results. Coaches others in the process of shared governance.</li> <li>• Develops, advocates, and sustains a positive and safe school climate for all stakeholders.</li> <li>• Communicates and collaborates effectively with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Has limited expectations for staff to take a role in decision making and serve in leadership roles according to their areas of expertise. Provides only initial opportunities for staff to have input into decision making and rarely coaches others in the process of shared governance.</li> <li>• Inconsistently promotes a positive or safe school climate for all stakeholders.</li> <li>• Inconsistently communicates and/or infrequently collaborates with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Has no expectations for staff to take a role in decision making and serve in leadership roles.</li> <li>• Rarely or never promotes a positive or safe school climate for all stakeholders.</li> <li>• Demonstrates inadequate and/or detrimental communication or collaboration with stakeholders.</li> </ul>



Administrator Name: \_\_\_\_\_

**COMPONENT 4: SCHOOL CULTURE**

This Component focuses on the Administrator’s ability to develop and maintain a positive school culture that includes not only the tone of the District but also school safety, enthusiasm of students and faculty, and level of connectedness with the community. Administrators strongly influence student learning by creating and sustaining a school culture that sets high expectations and enables teachers and students to learn and work collaboratively.

**Component 4 Rating (Circle One):**

**Exemplary                      Effective                      Developing                      Needing Support**

**Comments:**

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**COMPONENT 5: PROFESSIONAL QUALITIES AND LEADERSHIP**

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 5.1 Promotes the success of the District by facilitating the articulation, implementation, and stewardship of a vision of learning and District goals.
- 5.2 Increases staff effectiveness through actionable feedback, coaching and evaluation.
- 5.3 Promotes the success of the District by acting with integrity, fairness and in an ethical manner.
- 5.4 Promotes and protects the welfare and safety of students and staff.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>▪ Engages stakeholders in developing a vision for the District and implements the vision through effective stewardship.</li> <li>▪ Facilitates continuous, individualized, growth-focused conversations with staff that provide actionable and timely feedback based on evidence collected from observations and other data; facilitates the development plans for staff based on evaluation results; develops and implements a transparent system for allocating coaching and other resources to meet most significant needs.</li> <li>▪ Implements, monitors and refines a rigorous, consistent evaluation system aligned to district requirements; ensures final evaluation ratings are evidence-driven and incorporate multiple examples of outcomes and staff practice; works with the leadership team to incorporate evaluation results into school planning and decisions about staffing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engages stakeholders in developing a vision for the District.</li> <li>▪ Provides frequent individualized, actionable and timely feedback based on evidence collected from observations and other data; monitors the implementation of individual growth and developmental plans for staff based on evaluation results; ensures that all staff have some access to coaching and other resources to meet their needs.</li> <li>▪ Implements a consistent evaluation system aligned to district requirements; incorporates evidence of outcomes and staff practice in final evaluation ratings; uses evaluation results to inform staffing decisions.</li> <li>▪ Students and staff are held accountable for their performance and conduct.</li> <li>▪ Performs with integrity and the best interest of all staff monitors staff perceptions, while ensuring communication and action are evidence of such performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develops minimal opportunities for staff to learn about a vision of high expectations; gives staff limited input into the development and maintenance of the vision.</li> <li>▪ Occasionally visits staff to observe daily practices.</li> <li>▪ Provides inconsistent or ineffective feedback to staff and/or is not aimed at improving student outcomes, or District outcomes.</li> <li>▪ Generally demonstrates sound judgment reflecting integrity and fairness with occasional lapses in judgment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adopts a vision that lacks focus on District goals.</li> <li>▪ Rarely or never visits staff to observe daily practices; rarely or never provides feedback to staff or consistently provides feedback to staff that is completely unrelated to departmental outcomes.</li> <li>▪ Demonstrates lack of sound judgment reflecting integrity and fairness.</li> </ul>

Administrator Name: \_\_\_\_\_

**COMPONENT 5: PROFESSIONAL QUALITIES AND INSTRUCTIONAL LEADERSHIP**

This Component measures an Administrator’s leadership knowledge, skills, and behavior competencies as seen in their daily practice. Administrator’s professional qualities and practices include the ability to lead instruction, build support for organization mission and vision, and behave in a professional manner.

**Component 5 Rating (Circle One):**

**Exemplary                      Effective                      Developing                      Needing Support**

**Comments:**

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## COMPONENT 6: STAKEHOLDER SUPPORT AND ENGAGEMENT

**Performance Indicators:**

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Administrator:

- 6.1 Promotes understanding, appreciation, and use of the community’s diverse cultural, social, and intellectual resources.
- 6.2 Builds and sustains positive relationships with family and caregivers.
- 6.3 Builds and sustains productive relationships with community partners.
- 6.4 Uses community resources to meet District goals.

Exemplary	Effective	Developing	Needing Support
<ul style="list-style-type: none"> <li>▪ Demonstrates proactive strategies to promote tolerance and address incidents of intolerance to create an environment that supports District vision and goals.</li> <li>▪ Utilizes technology and other resources as appropriate to maximize departmental goals.</li> <li>▪ Promotes and leads school-community partnerships to support student achievement and school and community priorities.</li> <li>▪ Collaborates with school and community groups to identify resources and solutions to achieve District goals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Models appreciation and respect for the cultures of the school and community to create an environment that supports high achievement for all students and uses strategies to remedy instances of intolerance of individuals and groups.</li> <li>▪ Regularly/frequently represents the school at community functions and advisory groups.</li> <li>▪ Identifies and uses school and community based resources to participate in decision-making in furtherance of District vision and goals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possesses rudimentary understanding of diversity and tolerance.</li> <li>▪ Asks for feedback to a developed plan, but does not seek input when developing the plan from multiple voices.</li> <li>▪ Some communication concerning decisions with the school community.</li> <li>▪ Limited engagement with a few components of the school community.</li> <li>▪ Utilizes limited communication approaches.</li> <li>▪ Occasionally responds to contact from parents and community members in a timely and meaningful way.</li> <li>▪ Has a basic knowledge of community resources and makes minimal efforts to utilize these resources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Insensitive to diversity or fails to promote tolerance in the school environment.</li> <li>▪ Is disrespectful and/or excludes voices from community forums to discuss school performance.</li> <li>▪ Does not utilize different approaches to communicate or ineffectively utilizes several communication approaches.</li> <li>▪ Responses to parents and community members are not timely or meaningful.</li> <li>▪ Has no understanding of the role of community resources that can affect success for students.</li> </ul>

Administrator Name: \_\_\_\_\_

**COMPONENT 6: STAKEHOLDER SUPPORT AND ENGAGEMENT**

This Component focuses on the Administrator’s ability to build strong community relationships with stakeholders within and outside the school. This includes the ability to collaborate and partner with stakeholders and to identify and mobilize community resources for the good of the school program. Community stakeholders become valued participants in the school.

**Component 6 Rating (Circle One):**

**Exemplary                      Effective                      Developing                      Needing Support**

**Comments:**

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Administrator Name: \_\_\_\_\_

## PERFORMANCE EVALUATION TOOL OVERALL RATING

[USE PAGES 16-17 ONLY IF NOT REGULARLY INVOLVED IN INSTRUCTIONAL MATTERS]

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**1. Transfer your ratings from the Components to this page.**

**Component 1: Professional Growth and Learning**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 2: Organizational Management**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 3: School Planning and Progress**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 4: School Culture**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 5: Professional Qualities and Leadership**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 6: Stakeholder Support and Engagement**

Exemplary\*                      Effective                      Developing                      Needing Support

**2. Determine an overall rating on the evaluation tool.**

The Administrator’s overall evaluation rating is calculated by first converting the performance evaluation tool ratings into numerical values. Each rating has the following numerical values:

Rating	Numerical Score
Exemplary*	3
Effective	3
Developing	2
Needing Support	1

**Calculate the numerical values of each Component rating, add and divide by six (6). The result is the effectiveness band into which the Administrator is placed.**

\* Although this Evaluation Tool maintains four performance ratings, an overall performance evaluation rating of exemplary will be reported as “effective” pursuant to the 2023 legislative amendments.

Administrator Name: \_\_\_\_\_

3.0-2.5	2.4-1.5	1.4-1.0
Effective	Developing	Needing Support

**Overall Rating on the Performance Evaluation Tool (Circle One):**

**Exemplary\***

**Effective**

**Developing**

**Needing Support**

**Evaluator's Comments:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Printed Name

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Printed Name

\_\_\_\_\_  
Administrator Signature

\* Although this Evaluation Tool maintains four performance ratings, an overall performance evaluation rating of exemplary will be reported as "effective" pursuant to the 2023 legislative amendments.

Administrator Name: \_\_\_\_\_

**PERFORMANCE EVALUATION TOOL**  
**OVERALL RATING**

[USE PAGES 18-20 ONLY IF REGULARLY INVOLVED IN INSTRUCTIONAL MATTERS]

**1. Transfer your ratings from the Components to this page.**

**Component 1: Professional Growth and Learning**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 2: Organizational Management**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 3: School Planning and Progress**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 4: School Culture**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 5: Professional Qualities and Leadership**

Exemplary\*                      Effective                      Developing                      Needing Support

**Component 6: Stakeholder Support and Engagement**

Exemplary\*                      Effective                      Developing                      Needing Support

**2. Determine an overall rating on the evaluation tool.**

**Overall Rating on the Performance Evaluation Tool (Circle One):**

Exemplary\*                      Effective                      Developing                      Needing Support

**Comments:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Printed Name

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Printed Name

\_\_\_\_\_  
Administrator Signature



Administrator Name: \_\_\_\_\_

## **STUDENT GROWTH AND ASSESSMENT DATA**

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Pursuant to Michigan’s Revised School Code beginning in the 2024-2025 school year, 20% of an Administrator’s annual evaluation must be based on student growth and assessment data. The legislative amendments to Section 1249b no longer mandate that student growth be measured by the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works, or for central office level school administrator, for the entire school district or intermediate school district. However, our tool is designed to continue to use the aggregate student growth and assessment data, which is operationalized by applying the mid-point of the entire school district or intermediate school district, for the underlying policy reasons and because this Evaluation Tool is a growth tool – student growth derives from the performance of teachers and students, not by directives.

A teacher’s student growth and assessment data must be based on multiple measures, which may include student learning objectives, achievement of individualized education program (“IEP”) goals, national or local-assessments, research-based growth measures, or alternative assessments. Often, teachers and administrators agree at the beginning of the school year to the student growth and/or achievement goals by which the teacher will be rated.

### **Student Growth and Assessment Rating for Teachers:**

The aggregate student growth and assessment data that are used in teacher annual year-end evaluations for the Administrator’s school(s) found the school(s)’ teachers achieved the following average student growth and assessment rating (circle one):

**Exemplary\*                      Effective                      Developing                      Needing Support**

### **Student Growth and Assessment Rating for Administrator:**

The Administrator’s student growth and assessment rating is consistent with the teachers’ rating and is therefore: (circle one):

**Exemplary\*                      Effective                      Developing                      Needing Support**

### **Comments:**

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Administrator Name: \_\_\_\_\_

## DEVELOPING A FINAL RATING

1. The Administrator’s overall evaluation rating is based on two categories:
  - a. The Administrator’s rating by the Superintendent on the performance evaluation tool; and
  - b. The Administrator’s rating on student growth and assessment.
2. Circle the rating determined by the Superintendent for each of these categories:

**Performance Evaluation Tool:**

Exemplary\*                      Effective                      Developing                      Needing Support

**Student Growth and Assessment:**

Exemplary\*                      Effective                      Developing                      Needing Support

3. The Administrator’s overall evaluation rating is calculated by first converting the performance evaluation tool and student growth and assessment ratings into numerical values. Each rating has the following numerical values:

Rating	Numerical Score
Exemplary*	3
Effective	3
Developing	2
Needing Support	1

4. The Administrator’s overall evaluation rating is comprised of 60% of the performance evaluation tool rating and 40% of the student growth and assessment rating. Follow the steps below to determine your Administrator’s final rating:

	Rating (exemplary, effective, developing, needing support)	Numerical Score (3, 2, or 1 - see table above)	
<b>Performance Evaluation Tool</b>			x 8.0 = _____
<b>Student Growth and Assessment</b>			x 2.0 = _____
<b>Sum of above two numbers:</b>			_____

Find your sum in the range below to determine the Administrator’s overall evaluation rating.

30-23	22-15	14-10
Effective	Developing	Needing Support

\*Although this Evaluation Tool maintains four performance ratings, an overall performance evaluation rating of exemplary will be reported as “effective” pursuant to the 2023 legislative amendments.