**Administrator Evaluation Observation Tool**

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| **School Administrator** | | **Evaluator** | | | | | | **Observation Date** | **Rating Descriptors** | |
|  | |  | | | | | |  | 5—significantly above expectations  4—above expectations  3—at expectations  2—below expectations  1—significantly below expectations | |
| **Observation Site Visit 1/1, 1/2, or 2/2** | | **School Name** | | | | | | **School Year** |
|  | |  | | | | | |  |
| **Standards & Indicators** | **5** | | **4** | **3** | **2** | **1** | **Comments** | | | **Score** |
| **Standard A: Instructional Leadership for Continuous Improvement** | | | | | | | | | |  |
| A1. Capacity Building |  | |  |  |  |  |  | | |  |
| A2. Data Analysis & Use |  | |  |  |  |  |  | | |  |
| A3. Interventions |  | |  |  |  |  |  | | |  |
| A4. Progress Monitoring |  | |  |  |  |  |  | | |  |
| **Standard B: Culture for Teaching & Learning** | | | | | | | | | |  |
| B1. Leveraging Educator Strengths |  | |  |  |  |  |  | | |  |
| B2. Environment |  | |  |  |  |  |  | | |  |
| B3. Family Involvement |  | |  |  |  |  |  | | |  |
| B4. Ownership |  | |  |  |  |  |  | | |  |
| B5. Recognition & Celebration |  | |  |  |  |  |  | | |  |
| **Standard C: Professional Learning & Growth** | | | | | | | | | |  |
| C1. Evaluation |  | |  |  |  |  |  | | |  |
| C2. Differentiated Professional Learning |  | |  |  |  |  |  | | |  |
| C3. Induction, Support, Retention, & Growth |  | |  |  |  |  |  | | |  |
| C4. Teacher Leaders |  | |  |  |  |  |  | | |  |
| C5. Self-Practice |  | |  |  |  |  |  | | |  |
| **Standard D: Resource Management** *(optional for assistant principals)* | | | | | | | | | |  |
| D1. Community Resources |  | |  |  |  |  |  | | |  |
| D2. Diversity |  | |  |  |  |  |  | | |  |
| D3. Employee & Fiscal Management |  | |  |  |  |  |  | | |  |

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| **Reinforcement Objective** | **Indicator** | **Notes** |
|  |  |  |
| **Refinement Objective** | **Indicator** | **Notes** |
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*Signatures below indicate that the school administrator and supervisor have discussed the information contained in this document.*

School Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_