Executive Director Evaluation Form

Name:	
Date:	
School:	

Directions	Rating Scale		
This evaluation tool is based on the California Professional Standards for Education Leaders (CPSEL), which provides established criteria for school administrators. After reading each CPSEL, use collected evidence to assess your current practice. List the evidence to the right of your assessment and write a brief reflection for each of the Standards. Your supervisor will then complete their section of the evaluation. Step 1: Review the evaluation form, these instructions, and the criteria for the evaluation ratings below. Step 2: Enter your evaluation rating for each sub-standard. Step 3: Under Evidence/Reflection, create a bulleted list of concrete, observable examples of things you do in your daily work as an admin that relate to that CPSEL. Share how you feel you met the standard, areas of strength, areas you want to work on and grow as they relate to the CPSEL. Through reflection and identification of	0	Lacking	Does not meet basic requirements of job performance
	1	Emerging	Meets basic minimum requirements of job performance.
	2	Exploring	Explores the use of additional resources, tasks, and complexity when executing elements of job description.
	3	Applying	Utilizes and implements a variety of resources and strategies when executing elements of job description.
	4	Integrating	Integrates extensive knowledge of instructional practices, organizational philosophy, organizational policy, and resources when executing elements of job description.

		5	Innovating	Designs and implements programs that impact the Sequoia Grove schools network positively to promote the philosophy, policies, and educational program in a manner that demonstrates a high level of understanding of the interconnectedness of student learning, parent choice, and available resources to go above and beyond the execution of elements contained in the job description.
growth areas, you will develop SMART goals and a professional development (PD) plan for the next year. Step 4: Write at least two SMART goals in areas (standards) that you would like to focus on for professional growth.				

Evaluation Tool

	Performance Standards	Staff Rating (0-5 scale)	Evidence/Reflection
CPSEL Area 1: Development and Implementation of a Shared Vision	**1A) Student-Centered Vision-** completes job description duties while focusing on opportunities and outcomes for students		
	1B) Developing Shared Vision- promotes the vision of the Sequoia Grove Schools; supports a vision of learning that is shared and supported by all educational partners		
	1C) Vision Planning & Implementation- Support in shaping department programs, plans, and activities to ensure that they are integrated, articulated through the department, and consistent with the vision and goals. Makes improvements based on feedback; meets departmental and job description goals		
	Area 1 Average Rating:		

CPSEL Area 2: Instructional Leadership	**2A) Professional Learning Culture-** promotes an ongoing culture of equity, fairness and respect in which staff engage in individual and collective professional learning that results in their continuous improvement and high performance.		
	2B) Curriculum & Instruction- innovates, guides and supports the implementation of standards based instruction and assessment that address high student expectations and outcomes		
	2C) Assessment & Accountability- develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning		
	Area 2 Average Rating:		
CPSEL Area 3: Management and Learning Environment	**3B) Plans & Procedures-** establish structures and employ policies and processes that support students to graduate ready for college and career		
	3C) Climate- facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of the learning community		
	3D) Fiscal & Human Resources- effectively manages budget; aligns spending to departmental objectives; ensures efficient use of staffing (both self and subordinates)		

		Area 3 Average Rating:		
CPSEL Area 4: Family and Community Engagement	**4A) Parent & Family Engagement -** meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs; communicates effectively to parents and students			
	4B) Community Partnerships - supports vendors and other community partnerships that increase student learning; promotes Sequoia Grove charter schools in the community			
		Area 4 Average Rating:		
CPSEL Area 5: Ethics & Integrity	**5A) Reflective Practice -** upholds a personal and professional code of ethics; undertakes self-reflection and learning			
	5B) Ethical Decision Making- uses evidence to make fair and ethical decisions, both personally and collectively			
	5C) Ethical Action - recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions			
		Area 5 Average Rating:		
CPSEL Area 6:	**6A) Understanding & Communicating Policy -** stays abreast of educational			

External Context and Policy	policy changes; communicates policies and rationale to stakeholders		
	6B) Professional Influence - use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career		
	6C) Policy Engagement - engages with external constituencies; advocates for individualized learning charter schools		
	Area 6 Average Rating:		
Governance Support	Professional, timely and clear communication with Trustees; Equal treatment and support of all trustees. Timely and effective contribution to preparation of Board materials and participation in meetings.		
	Average Rating:		
Personal & Professional Growth	Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities		
	Reflect on personal leadership practices and recognize their impact and influence on the performance of others.		
	Encourage and inspire others to higher levels of performance, commitment, and motivation.		
	Demonstrate skills in decision-making,		

	problem solving, change management, planning, conflict management, and evaluation.		
	Average Rating:		

Summary of Evaluation Scores

Performance Standards	Staff Rating Average	Supervisor Rating Average
Area 1: Implementation of a Shared Vision		
Area 2: Instructional Leadership		
Area 3: Management and Learning Environment		
Area 4: Ethics and Integrity		
Area 5: Accountability & Documentation		
Area 6: External Context and Policy		
Governance Support		
Personal & Professional Growth		
Points Total:		

Staff Self Reflection:

1. From the areas of evaluation above, which area do you feel is your strongest and why?

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2. What was the greatest challenge you faced this year? What ideas do you have to help grow as a leader or changes would you suggest to help address that challenge?

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3. What SMART goal and/or professional standards did you select for your focus next year?

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4. What steps will you take to achieve these goals?

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5. What areas of growth would you like to focus on next year?

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Final Board Comments:

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│ Areas of Strength & Commendation:                                 │
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│ Areas of Ongoing Growth and Focus:                                │
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│ Overall Summary of Performance:                                   │
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Staff Signature   Date

_____   _____

Board Signature   Date

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Print Name of Board Member

_____   _____

Board Signature   Date

_____

Print Name of Board Member