

Menominee Area Public Schools Principal Evaluation Process

The following process will be used with all principals not on a formal Individual Development Plan (IDP). The process is intended to provide an opportunity for the principal and superintendent to work together to create a plan that will best suit the needs and professional development of each individual principal. The sole purpose of this process is to help principals develop plans to support a goal that ultimately leads to an increase in effectiveness of teacher instruction and student achievement.

The principal will receive his/her completed evaluation before May 10, 2021. Principals, based upon their previous year's evaluation, may submit supporting evidence to show growth in any of the areas evaluated. Please attach or email your student growth percentages as soon as they are available.

Menominee Area Public Schools Administrator Evaluation

Evaluator's Name: John Mans, Superintendent
 Administrator's Name:

Date:
 Building:

Key: I = Ineffective ME = Minimally Effective E = Effective HE= Highly Effective

Instructional Leadership 10% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
1.a. Demonstrates knowledge of school's curriculum				
1.b. Plans, implements and participates in staff professional development				
1.c. Promotes and assists in effective instruction and learning through "Best Practice"				
1.d. Effectively and efficiently evaluated assigned personnel				
1.e. Effectively analyzes data and targets areas for improvement				
1.f. Actively pursues and continues professional growth				

Comments:

Personal Leadership Skills 10% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
2.a. Judgment – Reaches logical conclusions, skilled in setting educational goals				
2.b. Organizational Ability				
2.c. Decisiveness				
2.d. Personal leadership – ability to direct and influence others				
2.e. Sensitivity and stress tolerance				
2.f. Oral and written communication				
2.g. Use of personal technology				

Comments:

Key: I = Ineffective ME = Minimally Effective E = Effective HE= Highly Effective

Organizational Improvement 10% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
3.a. Facilitates the accomplishment of building/district and strategic plan goals				
3.b. Participates as a team member of district administrative team				
3.c. Implements board policies, administrative rules, procedures				

and guidelines				
3.d. Informs Superintendent of needs, problems, personnel issues, instruction and school-community relations				
3.e. Maintains an appropriate rate of student & staff attendance on a daily basis				

Comments:

Personnel Management 5% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
4.a. Has an established and effective system to disseminate information to appropriate staff				
4.b. Works collaboratively with all staff				
4.c. Encourages staff, student and parent input				
4.d. Encourages risk taking and thinking “outside the box”				

Comments:

Student Management 10% of Overall Evaluation	I 0 Points	ME 3 Points	E 8 Points	HE 10 Points
5.a. Assists staff in the development and implementation of student and classroom management plans				
5.b. Interacts with students effectively				
5.c. Communicates expectations				
5.d. Responds to students academic needs				

Comments:

Key: I = Ineffective ME = Minimally Effective E = Effective HE= Highly Effective

School and Community Relations 10% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
6.a. Encourages and effectively communicates with parents and community				
6.b. Provides guidance and support to parents, parent organizations and the community				
6.c. Projects a positive image for the district				
6.d. Willingly assumes responsibility for evening and weekend events				

Comments:

Fiscal and Facilities Management 5% of Overall Evaluation	I 0 Points	ME 1 Point	E 2 Points	HE 3 Points
7.a. Knowledgeable and responsible for appropriate budget and line items				

7.b. Coordinates and communicates well with the Business Office				
7.c. Is responsible for supplies and equipment				
7.d. Evaluates and reports conditions of the building and grounds				
7.e. Addresses safety, security and emergency procedures				

Comments:

Teacher & Student Growth 40% of Overall Evaluation	I 0 Points	ME 3 Points	E 8 Points	HE 10 Points
8.a. Use of data to improve student growth				
8.b. Meeting building and district improvement goals				
8.c. Meeting teacher results based on student assessment results				
8.d. Meeting student growth based on student assessment results				

Comments:

Administrator Performance Rating:

Domain 1 – Instructional Leadership	/18 =	x 10 =
Domain 2 – Personal Leadership Skills	/21 =	x 10 =
Domain 3 – Organizational Improvement	/15 =	x 10 =
Domain 4 – Personnel Management	/15 =	x 05 =
Domain 5 – Student Management	/40 =	x 10 =
Domain 6 – School & Community Relations	/12 =	x 10 =
Domain 7 – Fiscal & Facilities Management	/15 =	x 05 =
Domain 8 – Student Growth	/40 =	x 40 =

Total =

Overall Performance Rating:

_____ Highly Effective	88 -100
_____ Effective	67 - 87
_____ Minimally Effective	44 - 66
_____ Ineffective	0 – 43

This evaluation is a result of formal (meetings with teachers, parents, union attended teacher meetings, Board committee meetings, Board of Education meetings, professional development, staff meetings, DSI Team meetings, administrative meetings, etc.) and informal (school activities, interaction with administrator in buildings during the school day, etc.) interaction during the 2020 – 2021 school year.

This is to acknowledge that I have read this evaluation. It does not necessarily signify that I agree with what is written.

Administrator's Signature & Date

Superintendent's Signature & Date

