

**NICHOLAS COUNTY SCHOOLS
ADMINISTRATIVE EVALUATION**

Employee _____ **Date** _____

Employee Work Location _____

Directions: The evaluation is completed based on objective written information, observations, and other pertinent information. The evaluation must be discussed with the employee and signed by the superintendent or superintendent designee and employee.

Curriculum and Instruction:

Satisfactory Needs Improvement

Comments

Organization and Management:

Satisfactory Needs Improvement

Comments

Relations – staff, parent, community:

Satisfactory Needs Improvement

Comments

Interpersonal Skills:

Satisfactory Needs Improvement

Comments

Professional Work Habits:

Satisfactory Needs Improvement

Comments

**Major Administrative
Accomplishments:**

**Major Administrative
Strengths:**

**Major Administrative
Challenges:**

Performance Assessment

- Performance at this time is satisfactory.

- Improvement plan is needed at this time

- Improvement plan is not recommended; however, the following suggestions are made for more efficient performance as an administrator.

Comments

Employee Signature

Date

Superintendent/Superintendent Designee

Date

FORM IS TO BE COMPLETED AND RETURNED TO THE SUPERINTENDENT BY JUNE 1 OF EACH SCHOOL YEAR.