APPENDIX E

OTHER DISTRICT
PERSONNEL/ADMINISTRATOR FORMS

The following forms are included in this section:

- District Administrators Self-Reflection and Professional Learning Template
- District Administrators Site Visit Form
- District Administrators Summative Evaluation Form

NEWPORT INDEPENDENT SCHOOLS
PROFESSIONAL LEARNING, GOALS, & REFLECTION TEMPLATE
DISTRICT ADMINISTRATORS

District Administrator Name	
School Year	
Superintendent/Designee Evaluator	

SELF-REFLECTION ON THE PERFORMANCE MEASURES

Reflect on the effectiveness and adequacy of your practice in each of the performance measures in the table below.

	PERFORMANCE MEASURE	SELF-ASSESSMENT				STRENGTHS AND AREAS FOR GROWTH
PLANNING	**Standard 1: Vision** *An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.*	I	D	A	E	
ENVIRONMENT	**Standard 3: Operations, Management, & Resources** *An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.*	I	D	A	E	
ENVIRONMENT	**Standard 4: Collaboration with Faculty & Community** *An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.*	I	D	A	E	
INSTRUCTION	**Standard 2: School Culture & Instructional Program** *An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.*	I	D	A	E	
PROFESSIONALISM	**Standard 5: Integrity, Fairness, & Ethics** *An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.*	I	D	A	E	
PROFESSIONALISM	**Standard 6: Political, Social, Legal, & Cultural Context** *An education leader promotes the success of every student by understanding, responding to and influencing the political, social, economic, legal, and cultural context.*	I	D	A	E	

Examine additional relevant data sources to make an informed decision on growth needs. Select an area of growth from the above self-reflection to focus your professional growth goals

DISTRICT ADMINISTRATOR'S PROFESSIONAL GROWTH GOAL

Professional Growth Goal Statement (*Based on the Self-Reflection*)	

District Administrator's Professional Growth Action Plan
*This plan will outline what the **principal** will do to impact his/her professional growth goal.*

Strategies/Actions What strategies/actions will I need to do in order to assist myself/district in reaching the goal? How will I accomplish my goal?	Resources/Support What resources will I need to complete my plan? What support will I need?	Targeted Completion Date When will I complete each identified strategy/ action?

DISTRICT ADMINISTRATOR'S GOAL & ACTION PLAN APPROVAL

District Administrator Signature:	Date:
Superintendent/Designee Signature:	Date:

END-OF-YEAR REVIEW & REFLECTION MEETING

END-OF-YEAR REFLECTIONS

Date of Reflection	
Reflection Questions	**District Administrator Reflections on PGP**
• Was my PGP goal met this year? Provide/list evidence of growth.	
• What does the end-of-year data/evidence reveal about growth made toward meeting my PGP goal?	
• How can these results inform my professional growth for the next year?	

DISTRICT ADMINSTRATOR END-OF-YEAR REVIEW & REFLECTION MEETING	
Feedback to District Administrator & Next Steps for Professional Growth	

District Administrator Signature:	Date:
Superintendent/Designee Signature:	Date:

District Administrator Site Visit Form

NEWPORT INDEPENDENT SCHOOLS

Est. 1847

District Administrator	
School Year	

FIRST SITE VISIT	
Date of Site Visit	
Site Visit Observation Notes & Feedback	

FIRST SITE VISIT & REFLECTION MEETING	
District Administrator Signature:	Date:
Superintendent/Designee Signature:	Date:

SECOND SITE VISIT	
Date of Site Visit	
Site Visit Observation Notes & Feedback	

SECOND SITE VISIT & REFLECTION MEETING	
District Administrator Signature:	Date:
Superintendent/Designee Signature:	Date:

Performance Measure: PLANNING
Standard 1. Vision

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

District Administrator functions:
- Collaboratively develops & implements a shared vision and mission
- Collects & uses data to identify goals, assess organizational effectiveness, & promote organizational learning
- Creates & implements plans to achieve goals
- Promotes continuous & sustainable improvement
- Monitors & evaluates progress and revises plans

Evidence provided by the District Administrator:

Evaluator's Feedback:

Performance Measure: ENVIRONMENT

Standard 3: Operations, Management, & Resources

An education leader promotes the success of every student by ensuring management of the organization, operation, and resoul for a safe, efficient, and effective learning environment.

District Administrator functions:
- Monitors & evaluates the management & operational systems
- Obtains, allocates, aligns, & efficiently utilizes human, fiscal, & technological resources
- Promotes & protects the welfare & safety of students & staff
- Develops the capacity for distributed leadership
- Ensures teachers & operational time is focused to support quality instruction & student learning

Evidence provided by the District Administrator:

Evaluator's Feedback:

Performance Measure: ENVIRONMENT
Standard 4: Collaboration with Faculty & Community

An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

District Administrator functions:
- Collects & analyzes data and information pertinent to the educational environment
- Promotes understanding, appreciation, & use of the community's diverse cultural, social, & intellectual resources
- Builds & sustains positive relationships with families & caregivers
- Builds & sustains productive relationships with the community partners

Evidence provided by the District Administrator:

Evaluator's Feedback:

Performance Measure: INSTRUCTION
Standard 2: School Culture & Instructional Program

An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

District Administrator functions:
- Nurtures and sustains a culture of collaboration, trust, learning, & high expectations
- Creates a comprehensive, rigorous, & coherent curricular program
- Creates a personalized & motivating learning environment for students
- Supervises instruction
- Develops assessment & accountability systems to monitor student progress
- Develops the instructional & leadership capacity of staff
- Promotes the use of the most effective & appropriate technologies to support teaching & learning
- Monitors & evaluates the impact of instructional programs

Evidence provided by the District Administrator:

Evaluator's Feedback:

Performance Measure: PROFESSIONALISM
Standard 5: Integrity, Fairness, & Ethics

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

District Administrator functions:
- Ensures a system of accountability for every student's academic & social issues
- Models principles of self-awareness, reflective practice, transparency, & ethical behavior
- Safeguards the values of democracy, equality, & diversity
- Considers and evaluates the potential, moral & legal consequences of decision-making
- Promotes social justice & ensures the individual student needs inform all aspects of schooling
- Is punctual for all duties & regular in attendance
- Adheres to the professional code of ethics
- Demonstrates continuous professional growth

Evidence provided by the District Administrator:

Evaluator's Feedback:

Performance Measure: PROFESSIONALISM
Standard 6: Political, Social, Legal, & Cultural Context

An education leader promotes the success of every student by understanding, responding to and influencing the political, social, economic, legal, and cultural context.

District Administrator functions:
- Advocates for children families, & caregivers
- Acts to influence local, district, state, & national decisions affecting student learning
- Assesses, analyzes, and anticipates emerging trends & initiatives in order to adapt leadership strategies

Evidence provided by the District Administrator:

Evaluator's Feedback:

NEWPORT INDEPENDENT SCHOOLS
DISTRICT ADMINISTRATORS SUMMATIVE EVALUATION

DISTRICT ADMIN NAME	
SCHOOL YEAR	
SUPERINTENDENT/DESIGNEE EVALUATOR	

SITE VISIT DATA

	Site Visit 1	Site Visit 2	*Optional Site Visit*
Date			
Pre-Conference Meeting Date (OPTIONAL)			
Post-Conference Meeting Date (Date shared if completed electronically)			

PERFORMANCE MEASURE RATINGS
Please check which box applies to the Administrator being evaluated

	Exemplary	Accomplished	Developing	Ineffective
PLANNING Vision				
ENVIRONMENT Operations, Management, & Resources Collaboration with Faculty & Community				
INSTRUCTION School Culture & Instructional Program				
PROFESSIONALISM Integrity, Fairness, & Ethics Political, Social, Legal, & Cultural Context				

	EXEMPLARY	ACCOMPLISHED	DEVELOPING	INEFFECTIVE
SUMMATIVE RATING				

District Administrator's Comments:

Superintendent/Designee's Comments:

To be signed after all information above has been completed and discussed:

EMPLOYMENT RECOMMENDATION TO DISTRICT OFFICE Please check which box applies to the District Administrator being evaluated	Meets Requirements for Re-employment	Does Not Meet Requirements for Re-employment
Certified employees must make their appeals to this summative evaluation within the time frames, mandated in704 KAR 3:345 Sections 7, 8, 9, and the local district evaluation plan.		

SUMMATIVE EVALUATION MEETING		Admin Agrees	Admin Disagrees
		Admin will Check One Below	
*District Administrator Signature:	Date:		
*Superintendent/Designee Signature:	Date:		

*Denotes sharing of results, not necessarily agreement with the summative rating