

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

ANNUAL ADMINISTRATIVE ASSESSMENT

A. GENERAL PROCEDURES FOR COMPLETING THE ADMINISTRATIVE REPORT FORM

1. Supervisor's Responsibility

a. Pre-Conference

1. Each supervisor has the responsibility for meeting with the supervisee prior to August 1 each school year for the purpose of developing goals and objectives that will be included in the evaluation process.
2. Each supervisor has the responsibility for scheduling a pre-conference for the purpose of explaining the process and describing the procedures that will be followed. The pre-conference can be as informal as a telephone call, or as formal as written communication sent by the supervisor.

b. Conference - Review of goals and objectives, accomplishments, and areas in need of further development.

c. Complete Administrative Report Form - Each supervisor will complete the Administrative Report Form at least once each year prior to September 1 for each administrator/supervisor under his/her jurisdiction.

d. Post-Conference - A post-conference will be held only if it is deemed necessary by either party.

2. Supervisee's Responsibility

a. Preparation for Conference - Each individual should prepare a listing of his/her major accomplishments and identify the areas for further development. These will form the basis for discussion at the conference.

b. Participate in Conference

c. Conference Follow-Up - Attach any further information of an explanatory nature if necessary to the completed Administrative Report Form.

B. PERFORMANCE APPRAISAL FACTORS

Following are listed seven categories of attributes related to effective leadership that will be considered when evaluating administrators. These categories will be related to the general job requirements and established individual goals and objectives.

PHYSICAL ATTRIBUTES: Energetic with stamina.

INTELLECTUAL ATTRIBUTES: Insightful, adaptable and open to change, visionary, tolerant of ambiguity and complexity.

PERSONAL ATTRIBUTES: Achievement-oriented, accountable, assertive and initiating, confident and accepting of self, willing to accept responsibility, persistent, enthusiastic and optimistic, tolerant of frustration, dependable and reliable, courageous risk-taker, emotionally balanced.

ETHICAL ATTRIBUTES: Committed to the common good, personal integrity, intelligent with practical judgement, ethical.

HUMAN RELATIONS ATTRIBUTES: Communication (listening, oral, written), sensitivity and respect, motivating others, networking.

MANAGEMENT ATTRIBUTES: Planning, delegating, organizing, team building, coaching, conflict management, time management, stress management, appropriate use of leadership styles, ideological beliefs are appropriate to the group.

COGNITIVE ATTRIBUTES: Decision-making, problem-solving, information gathering and managing.

C. DISTRICT GOALS AND OBJECTIVES

The evaluator will include in the narrative of the Administrative Report Form a description of his/her appraisal of the administrator's performance with respect to the accomplishment of assigned District goals and objectives. It is recognized that all administrators will not have participated in each of the District goals and objectives. Rather, each administrator would have a relatively few assigned objectives on which to base this performance evaluation.

D. PERFORMANCE APPRAISAL FORM

The performance appraisal summary form should be completed in duplicate and signed by both parties with the original placed in the personnel file of the administrator/supervisor. Any administrator/supervisor has the option of attaching further information of an explanatory nature if he/she desires.

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Interim Report _____

Annual Report _____
(Check one of the above)

ADMINISTRATIVE REPORT FORM

Performance Appraisal of: _____

Date: _____ /School Year: _____

Completed by: _____
Name/Title

INTRODUCTORY STATEMENT: (General description of position and how long the incumbent has held the position.)

DESCRIPTION OF MAJOR ACCOMPLISHMENTS: (A description of the major accomplishments based on the general job requirements and the established goals and objectives.)

AREAS FOR FURTHER DEVELOPMENT: (A description of the areas of performance that need to be developed. Probably no more than three to five items would appear here.)

SUMMARY:

Signature: _____

Date: _____

Signature: _____

Date: _____