

**Owendale-Gagetown Area School District
Administrator Observation Form
School Year _____**

Administrator	Evaluator	Date of Observation

I. Professional Responsibility					
	Highly Effective	Effective	Minimally Effective	Ineffective	Not Observed
a. Maintains Professional Behavior ✓ <i>Demonstrates professional ethics</i> ✓ <i>Interacts with staff and visitors professionally</i> ✓ <i>Works to be a positive, participative member of the team</i> ✓ <i>Cooperates, shares information in a calm and pleasant manner</i> ✓ <i>Models positive leadership</i> ✓ <i>Follows work schedule, punctuality guidelines</i> ✓ <i>Adheres to deadlines/schedules</i>					
b. Presents Self Professionally ✓ <i>Presents appropriate dress and appearance</i> ✓ <i>Respects/maintains confidentiality</i>					
c. Maintains Accurate Records ✓ <i>Completes forms (service delivery records, staff/student records)</i> ✓ <i>Maintains orderly correspondence files</i> ✓ <i>Follows up on written, verbal requests</i>					
d. Follows District Policies and Procedures ✓ <i>Adheres to regulations spelled out in bargaining agreements of professional and support staff</i> ✓ <i>Enforces district policies</i> ✓ <i>Follows personnel/student handbook</i> ✓ <i>Follows crisis plan/building security plan</i>					
e. Works Toward Professional Growth and Development ✓ <i>Engages in ongoing learning by participating in professional development activities, coursework</i> ✓ <i>Reads/researches to keep abreast of current educational issues, findings</i> ✓ <i>Networks with colleagues for professional growth</i>					
Comments					
II. Planning and Preparation					
	Highly Effective	Effective	Minimally Effective	Ineffective	Not Observed
a. Demonstrates Knowledge of Area of Service ✓ <i>Demonstrates awareness of departmental issues (content)</i> ✓ <i>Displays knowledge of funding regulations, budgeting procedures</i> ✓ <i>Maintains awareness of legislation affecting delivery of service area</i>					
b. Participates in Shaping Educational Progress ✓ <i>Networks with colleagues statewide</i> ✓ <i>Stays current with program research, guidelines</i> ✓ <i>Communicates with state officials and legislators on behalf of best interest of constituency</i>					
Comments					

III. Leadership					
	Highly Effective	Effective	Minimally Effective	Ineffective	Not Observed
a. Communicates Effectively ✓ Shares information about services in a timely, effective manner ✓ Practices effective listening skills ✓ Uses language that is courteous, tactful, and easily understood ✓ Respects the opinions of others ✓ Shares expectations, requirements with staff					
c. Successfully Administers Program ✓ Builds collegiality, sense of teamwork within department/program ✓ Works to advance improvement initiatives ✓ Solves problems independently ✓ Provides clear direction—work functions, curriculum delivery ✓ Exercises good judgment ✓ Encourages growth, creativity, efficiency ✓ Leads by example					
d. Supports Staff, Colleagues, Administrative, Board ✓ Supports Board/Administrative directives ✓ Plans professional growth experiences for staff ✓ Acts as ambassador for district at all times ✓ Resolves conflicts in a productive and professional manner ✓ Attends to needs of others					
e. Demonstrates Effective Organizational Skills ✓ Reveals project management skills ✓ Completes tasks in a timely manner ✓ Uses work time efficiently and for purposes intended ✓ Implements an effective system of organizing materials and information					

Comments

IV. Student Growth and Assessment: Comments

V. Environment					
	Highly Effective	Effective	Minimally Effective	Ineffective	Not Observed
a. Organizes Physical Space ✓ Maintains pleasing appearance of building, office space ✓ Organizes tools/equipment for maximum efficiency and productivity					
b. Practices School Health and Safety Procedures ✓ Educates staff about policies and precautionary measures (fire, disaster, and crisis procedures) ✓ Provides “drill” training					
c. Creates an Atmosphere of Respect and Rapport ✓ Presents self as approachable and willing to work toward solving problems ✓ Models appropriate behavior for staff ✓ Builds positive atmosphere in building/department					

Comments

Post-Observation Conference

Suggestions for Improvement		
Administrator's Signature	Evaluator's Signature	Post-Observation Conference Date (within five days of observation)

Optional staff comments (see attached)