



ASSISTANT PRINCIPAL, INTERN SUMMATIVE EVALUATION



Assistant Principal, Intern: _____

Assignment: _____

Employee ID #: _____

Date: _____

School: _____

School Year: _____

SUMMATIVE EVALUATION PRE-CONFERENCE

To be completed before employee conference

1 Review observations and conference data Optional Comments:

- ☐ No
☐ Yes

2 Review of survey data Optional Comments:

- ☐ No
☐ Yes

3 Review of applicable student growth Optional Comments:

- ☐ No
☐ Yes

4 Review of location summary observation and evaluation data Optional Comments:

- ☐ No
☐ Yes

5 Evidence submitted by administrator
Please list:

PLAN

6 (P.1) Promotes *Learning First!* by implementing the district mission and vision through focused, prioritized, and aligned goals for continuous improvement

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

7 (P.2) Engages stakeholders in the use of the DSD Planning Process to implement programs, procedures, and policies that facilitate effective teaching and learning

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

LEAD & TRAIN

8 (L.1) Ensures *Learning First!* by protecting instructional time and requiring quality, DESK-based instruction

- ☐ Ineffective
☐ Moderately Effective

Optional Comments:

- ☐ Effective
- ☐ Highly Effective

9 (L.2) Articulates high and clear expectations to which staff and students are consistently held accountable

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

10 (L.3) Utilizes a variety of effective communication strategies to ensure the timely flow of information to stakeholders

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

11 (L.4) Facilitates meaningful professional development for all staff focused on identified needs and aligned with vision and goals

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

12 (L.5) Provides specific, ongoing feedback and coaching to all employees to ensure a high quality staff

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

13 (L.6) Demonstrates effective meeting facilitation and presentation skills

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

CHECK

14 (C.1) Uses data regularly to evaluate programs, procedures, policies, and practices and makes adjustments when needed

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

15 (C.2) Utilizes follow up strategies to ensure needs are met and problems are resolved

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

16 (C.3) Checks to ensure school, district, and state policies and procedures are followed

- ☐ Ineffective
- ☐ Moderately Effective

Optional Comments:

- ☐ Effective
☐ Highly Effective

ENVIRONMENT

17 (E.1) Creates a supportive environment by being visible, approachable, and accessible

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

18 (E.2) Ensures resources are allocated equitably, and facilities are clean, inviting, and safe

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

19 (E.3) Fosters an environment where administrators, staff, and students are positive, respectful, and understanding of individual differences

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

20 (E.4) Establishes an efficient, productive learning environment through effective procedures, organization, and management strategies

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

PROFESSIONALISM

21 (PRO.1) Engages in self-reflection and professional learning for continuous growth and expertise in leadership and pedagogy

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

22 (PRO.2) Collaborates and cultivates productive relationships with staff, students, parents, administrators, and community to improve learning

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

23 (PRO.3) Approaches challenges and changes positively in a problem-solving manner

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

24 (PRO.5) Uses the Evaluate Davis system effectively

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

25 (PRO.5.a) Percentage of teachers with appropriate number of observations

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

26 (PRO.5.b) Observations completed during appropriate window

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

27 (PRO.5.c) Quality feedback is provided to employees through the evaluation system

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

28 (PRO.5.d) Consistent inter-rater reliability for observations

- ☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

29 (PRO.5.e) Follow through is consistently done for employees with “Ineffective” ratings or on “Plan of Assistance”

- ☐ Not Applicable
☐ Ineffective
☐ Moderately Effective
☐ Effective
☐ Highly Effective

Optional Comments:

30 Adheres to all school, district, and state policies and procedures with consistency.

- ☐ No (comments required)
☐ Yes (comments optional)

Comments:

SUMMATIVE EVALUATION CONFERENCE

To be completed with employee

PROFESSIONAL GROWTH PLAN:

32 Educator has reviewed Evaluate Davis survey data, and has responded by making adjustments as needed.

- ☐ Did not review
- ☐ Reviewed, but did not make adjustments to practice
- ☐ Reviewed, and made adjustments to practice
- ☐ Reviewed, scores indicated changes were not needed

Optional Comments:

33 Professional Development Review

- ☐ Complete

Optional Comments:

34 Professional Contributions (please list)

- ☐ Complete

List:

35 (PRO.4) Makes professional contributions to school, district, school community, and the larger arena of educational policy making

- ☐ Ineffective
- ☐ Moderately Effective
- ☐ Effective
- ☐ Highly Effective

Optional Comments:

REVIEW OF GOALS

School Improvement
Plan Goal #1:

- ☐ No progress toward goal
- ☐ Progress made toward goal
- ☐ Met goal

School Improvement
Plan Goal #2:

- ☐ No progress toward goal
- ☐ Progress made toward goal
- ☐ Met goal

School Improvement
Plan Goal #3:

- ☐ No progress toward goal
- ☐ Progress made toward goal
- ☐ Met goal

Individual
Performance Goal #4:

- ☐ No progress toward goal
- ☐ Progress made toward goal
- ☐ Met goal

Assistant Principal, Intern Signature

Date

Supervisor Signature

Date