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| District Administrator:       | Supervisor:       | Department:       | Date:       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MID-YEAR CONFERENCE*District Administrator* | No | Somewhat | Yes, effectively | Extraordinary | COMMENTS |
| PLAN |
| 1. **Discuss progress toward Department Improvement Plan goals. (P.1)**
 |       |
| 1. Constructs and implements a vision and goals for area/s of responsibility aligned with district vision and goals (P.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Share data you use and discuss how it informs your work? (P.2, C.1)**
 |       |
| 1. Uses data to plan effectively (P.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Share and discuss your budget plan (P.3)**
 |       |
| 1. Ensures district resources are used wisely (P.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **How are you using the DSD Planning Process in your work? (P.4)**
 |       |
| 1. Uses the DSD Planning Process effectively (P.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| LEAD |
| 1. **Discuss staffing and staffing needs, if any. Where are you in the evaluation process? Are there any issues relative to staffing? (L.1)**
 |       |
| 1. Ensures quality staffing through effective personnel management (L.1)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Discuss recent innovations in your department (L.2)**
 |       |
| 1. Collaborates with others to identify and implement innovative programs, processes, and solutions to increase efficiency and effectiveness (L.2)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **In what professional development are you and your staff involved? (L.3)**
 |       |
| 1. Ensures all staff have access to meaningful professional learning opportunities (L.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Staff development is needs based and aligns with department goals (L.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. **Discuss strategies used to ensure the timely flow of information to stakeholders (L.4)**
 |       |
| 1. Ensures stakeholders receive timely information (L.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Communicates effectively and professionally (L.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| CHECK |
| 1. **How do you access, use, and provide feedback for continuous improvement? (C.4)**

*(Discuss feedback to and from employees, other departments, school, or other stakeholders.)* |       |
| 1. Structures ways for stakeholders to provide feedback (C.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Uses stakeholder feedback to create or adjust programs, processes, and resources (C.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| ENVIRONMENT  |
| 1. **How do you build and maintain high staff morale? Share examples. (E.3, E.4)**
 |       |
| 1. Fosters an environment of positivity and respect (E.3)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. Celebrates excellence (E.4)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| 1. General comments:
 |       |