OBSERVATION/EVALUATION
CERTIFIED AND PROFESSIONAL
CENTRAL OFFICE PERSONNEL

RESET SAVE PRINT

FORM 108/208

NAME:_____ [ ] Observation

DATE OF OBSERVATION/EVALUATION:_____ [ ] Final Evaluation

	S	N	U
a. Follow directions of Superintendent.....	___	___	___
b. Keeps the Superintendent informed of the progress being made in his/her area(s) of responsibility.....	___	___	___
c. Carries out assigned duties as set forth in the job description for his/her position.....	___	___	___
d. Makes recommendations promoting the improvement of instructional programs.....	___	___	___
e. Observes and evaluates other professional personnel according to LEA plan.....	___	___	___
f. Exhibits the ability to administer, recommend, establish, and maintain state and local policies and procedures.....	___	___	___
g. Informs principals and other professional staff on changes in guidelines, regulations, directions, etc. pertinent to his/her area..	___	___	___
h. Works cooperatively with the Superintendent, other members of the staff, principals, and other personnel under his/her direction and/or supervision.....	___	___	___
i. Completes and returns all forms, reports, proposals, budgets, and evaluations by required date.....	___	___	___
j. Plans and organizes in-service programs.....	___	___	___
k. Attends to complaints, concerns, and problems.....	___	___	___
l. Makes presentations to Board as mandated or requested.....	___	___	___
m. Continues professional growth and self-improvement by attending relevant meetings and workshops.....	___	___	___

(For Final Evaluation Summary)

Did the evaluatee make a satisfactory progress toward attainment of goals/objectives.....	___	___	___
The evaluatee responded to suggestions for improvement.....	___	___	___

The evaluatee____ is____ is not recommended for continued employment.

COMMENTS:

My signature indicates that I have read the results of the observation; however, it does not necessarily indicate agreement or disagreement with the results.

Evaluatee _____ Date _____ Evaluator _____

[ ] WHITE - CENTRAL OFFICE [ ] YELLOW - EVALUATEE