



## STANDARD EXPECTATIONS OF ADMINISTRATORS

*To hold your administrators accountable for a set of standards, it's only fair that both you and they clearly understand what they are. This example anticipates self-evaluations at the end of the school year.*

Please plan to provide me with answers to the following self-evaluation questions by May 15, 20\_\_:

1. What specific efforts have you made during this school year to improve learning?
2. What specific efforts have you made during this school year to improve parent and community relationships?
3. What specific efforts have you made during this year to improve your school site?
4. Describe the level of achievement of each of your assigned goals for 2003-2004. Provide portfolio separately.
5. To what degree have you met the commitments in (a) through (s) listed below?
  - (a) I have made good teaching a priority second only to providing for the physical, social and emotional safety and well-being of students and staff members.
  - (b) I have treated every student and colleague/staff member with courtesy, fairness, and respect.
  - (c) I have been responsible for and involved in all staff evaluations for my staff.
  - (d) I have insisted that all employees maximize their efforts during their work time, with particular emphasis on optimum use of instructional time for learning the approved curriculum.
  - (e) I have been responsible for and fully involved in all hiring for my staff.
  - (f) I have dealt directly and immediately as necessary with any substandard employee, clearly defining expectations and what is unsatisfactory and providing assistance as appropriate, and using the just cause/due process procedure when necessary.
  - (g) I have always used common sense, good judgment, and followed district policies and federal and state laws and regulations.
  - (h) I have always begun and ended meetings on time.
  - (i) I have returned all telephone calls as soon as time permitted.
  - (j) I have implemented attendance accounting procedures that will result in an audit report of 100% accuracy.
  - (k) I have accurately maintained my budget allocations and my expenditures and stayed within appropriations.
  - (l) I have provided all log-sheets recording my time spent on Reimbursable Mandated Costs to the accountant.
  - (m) I have pursued additional site funding available from local, state, or federal sources.
  - (n) I have maintained appropriate professional confidentiality.
  - (o) I have adhered to the provisions of the union agreements, meeting all of my responsibilities, and I have required that the employees that I supervise meet their contractual obligations as well.
  - (p) I have met all of the major duties and responsibilities specified in my job description.
  - (q) I have met all of the responsibilities of my adjunct duties.
  - (r) I have been open and forthright with the Superintendent and Assistant Superintendent when I have had questions or concerns or needed assistance, and I have reported to them all controversial or key site issues.
  - (s) Principals and Assistant Superintendent for Instructional Services: I have either validated that every teacher is making every effort to deliver the complete district approved curriculum for his/her grade level in language arts, math, science, social studies, physical education, and human growth and development **or** I have provided direct and specific curriculum planning assistance.

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