

ARTICLE 15: ADMINISTRATIVE EVALUATIONS – Evaluation Rubric

Administrator Evaluation Rubric

In order to provide the most consistent and objective ratings, the following definitions are provided:

Rating	Description
Exemplary (EX):	<p>The administrator's performance exceeds expectations and is consistently outstanding in all areas of position responsibility. In one or more of these areas, job performance is noticeably remarkable, superior, or noteworthy.</p> <ul style="list-style-type: none"> • Significantly and consistently exceeds expectation(s) by producing a high quality and quantity of work. • Undertakes additional job functions/duties, through their own initiative, that further the goals of and make significant contributions to the department, division, and organization. • Is dependable, highly reliable and follows through on all provided or otherwise undertaken assignments and is effective in a variety of settings including one on one communications, writing skills, correspondence, and public situations. • Demonstrates exceptional in-depth knowledge of their job functions/duties and is highly recognized by others within the SWC community or within their area of expertise as an authority in their area of work. • Exhibits model behavior that exemplifies the values and qualities of the organization and that is worthy of emulation by supervisors/staff members. • Skillfully and in a highly reliable manner handles multiple and varied types of tasks with competing priorities. • Skillfully resolves conflict in the midst of differing opinions by creatively developing a compromise within competing interests. • Exhibits teamwork or is a team player in varied settings and influence others to work collaboratively to bring about a positive impact while furthering the goals of the department, division and organization.
Very Good (VG):	<p>The administrator's performance consistently fulfills the job requirements and exceed expectations in all areas of responsibility and the quality of work was excellent.</p> <ul style="list-style-type: none"> • Routinely meets and exceeds expectations and role requirements by producing a high quality of work on a consistent basis. • Possesses full knowledge of their job functions/duties, as well as, other related aspects of the department, division, and organization, with the ability to explain and articulate such aspects clearly to others. • Is dependable, highly reliable and follows through on all assignments.

	<ul style="list-style-type: none"> • Is recognized by peers, managers, students and other customers/personnel as collaborative, skilled, and reliable. • In representing the department, division or organization, effectively interacts with peers, managers, colleagues, other staff, students, parents, and the public. • Consistently exhibits model behavior that exemplifies the values and qualities of the organization.
Meets Expectations	<p>The administrator's performance consistently meets job requirements, is sound and reliable; produces results consistent with expectations; fulfills management standards of District. The administrator understands and demonstrates the knowledge and skills necessary for performing the job duties.</p> <ul style="list-style-type: none"> • Competently performs job functions/duties on a day-to-day basis and regularly meets expectations and job description requirements with some tasks performed beyond expectations. • Consistently demonstrates full knowledge of their job functions/duties. • Is recognized by peers, managers, students and other customers/personnel as collaborative, skilled, and reliable. • Regularly interacts effectively with peers, managers, colleagues, other staff, students, parents, and the public. • Exhibits teamwork or is a team player in varied settings and works collaborates with others.
Needs Improvement (NI):	<p>The administrator's performance does not consistently meet the job requirements; is deficient in one or more areas of position responsibility and falls short of achieving primary goals and objectives. A plan for development or additional experience on the job is needed to achieve good, solid performance. This rating must be substantiated by supporting observations and examples and the evaluator must provide specific recommendations for improvement.</p> <ul style="list-style-type: none"> • Assignments/tasks are not consistently completed timely and accurately even when provided additional training and/or time extensions. • Inconsistently demonstrates the skills and abilities to perform job functions/duties or responsibilities satisfactorily. • Demonstrates minimal initiative to improve performance on a consistent basis. • Requires frequent supervision on routine activities due to low performance or skill level even when provided additional coaching and training opportunities. • Engages in less effective or less than positive interactions with peers, colleagues, management, students or members of the community.
Unsatisfactory (U):	<p>The administrator's performance consistently fails to meet the job expectations. Improvement is essential to continued employment in the position. This rating must be substantiated by supporting observations and examples and the evaluator must provide specific recommendations for improvement.</p> <ul style="list-style-type: none"> • Consistently fails to competently complete their assignments/tasks and consistently fails to produce quality work product even when provided additional training and/or time extensions.

	<ul style="list-style-type: none">• Consistently fails to meet expectations and job description requirements.• Works below minimum standards, with inconsistent productivity.• Fails to possess full knowledge of their job functions/duties.• Ineffectively interacts with peers, managers, other staff, students, parents, or the public.• Takes little or no initiative, even with prompting to improve their performance.
Not Applicable or Observed (NA/O):	This rating is given when the rating factor does not apply or when job performance has not been observed.