

Clark County School District
Secondary Education and Curriculum Division

ADMINISTRATIVE PERFORMANCE CRITERIA LOG

Name of Administrator		School					School Year	
		Levels:	1	2	3	4	N/A	Comments*
6. Processes of assessment, priority planning, and evaluation are effectively utilized.								
A. A School Improvement Team is established in each school with membership comprised of administrators, teachers, parents, support staff, students, and community members. The School Improvement Team assists with conducting the school assessment, identifying school needs, developing school objectives, and preparing a comprehensive evaluation. Student membership is optional at the middle school level. Community membership at middle and high school levels is optional but encouraged.								
B. School identified priority objectives are developed and submitted by the school principal with the assistance of the administrative team, School Improvement Team, Technology Planning Committee, and other school-based committees and departments.								
C. A Technology Planning Committee is established in each school. The committee includes administrators, teachers, parents, support staff, students, and community members. Student membership is optional at the middle school level. A school technology committee provides for the acquisition and utilization of technology. The technology committee's actions are based on the assessed needs of students and staff and are aligned with the Clark County School District Technology Plan and the needs of the curricular areas when applicable.								
D. Programs will be assessed and evaluated according to internal school criteria as well as criteria intrinsic to each program, curriculum audits, and NSSE Program evaluation.								
E. Teachers annually complete and evaluate a Teacher Identified Objective that aligns with the School Improvement Plan and Division Properties. The objective shall relate to student academic achievement.								
F. The principal annually prepares and submits an evaluation report on two or more Standards of Quality One through Five. Each school will assess Standards One through Five within a three-year period.								
G. The principal annually prepares and submits the Principal's Conference Guide, which focuses on Standards of Quality Six through Eleven.								
H. Secondary schools participate in assessments by the Northwest Association of Schools and Colleges.								
7. Personnel Management procedures prescribed by law, regulation, contract, and administrative guidelines are effectively administered.								
A. School staff members are kept informed regarding their duties and responsibilities and are held accountable for their performance.								
B. Using the Standards of Quality One through Five as a standard, supervisory observations of instruction and programs are conducted frequently and documented appropriately.								
C. Pre-observation and supervisory conferences with licensed staff are conducted and recorded.								

*Must be completed if Level 1 or N/A is checked. Comments section may be utilized to indicate priority.

LEVELS FOR ASSESSING ACHIEVEMENT OF OBJECTIVES:

Level 1 – Not yet started or unsatisfactory.

Level 2 – Started but not yet achieved at satisfactory level.

Level 3 – Achieved at a consistently satisfactory level.

Level 4 – Achieved consistently at a high and exemplary level.

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D. Written employee appraisals and directions for improved instruction are in alignment with the Standards of Quality, the Nevada Revised Statutes, and the Clark County School District policies and regulations.							
E. Supervisory conferences with support staff are conducted and recorded.							
8. School effectiveness is promoted by the administrator through the application of appropriate principles of leadership and management.							
A. Provision is made for staff members to be involved in decision making relevant to instruction, the operation of the school, and ongoing evaluation of school programs.							
B. Provision is made for staff members to assume leadership roles in the operation of the school.							
C. A school climate of confidence and trust is established and maintained.							
D. Provision is made for the professional development of staff.							
E. Quality performance is recognized and reinforced.							
F. The administrator enhance staff effectiveness by adapting leadership behavior to a given situation and/or to the profiles and needs of the staff.							
G. The administrator leads the staff in developing a clear, succinct, and attainable vision for the school by comparing existing conditions with ideal conditions. He/she may consider formal/informal needs assessments, parent/teacher/student surveys, test scores, district goals, and educational philosophy.							
H. The administrator involves the staff in activities designed to encourage ownership in and responsibility for the implementation of the vision.							
9. Community confidence in the school is established and maintained.							
A. The community is kept informed regarding the school's objectives, programs, and procedures.							
B. Procedures are provided for parents to express their opinions and suggestions regarding the school and programs.							
C. Parents are kept informed regarding their children's school program and academic progress.							
D. Parents and community members are provided opportunities and encouraged to become involved in school programs.							
E. Parents and other community members are treated with courtesy and respect by all school staff and students.							
10. Organization and procedures for the management of the school are clearly written, consistent with established procedures, policies, and regulations, and are effectively administered.							
A. District regulations and school management procedures are clearly written in a school staff handbook, which is kept current and readily available to the staff either in print or electronic form.							

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B. School operations are monitored and evaluated. Problems are identified and addressed in a timely manner.						
C. Student academic and confidential records are monitored and maintained with accurate and appropriate data.						
D. Community services and resources, which support the school's program, are identified and used.						
11. Provision is made for student activities program.						
A. Student activity programs are provided to promote students' self-responsibility and positive social development. These programs include athletics, clubs, organizations, field trips, and intramurals.						
B. The activities program is based on the assessed needs of the students.						
C. Student activities programs are planned and provided to embrace an ethnically diverse population and students with disabilities.						
D. Student leadership activities are promoted and supported.						
E. Established school programs promoted student respect for the rights, property, and opinions of others.						
F. Implementation of the student activities program is consistent with state and district regulations, policies, and guidelines.						

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OTHER FACTORS WHICH MAY BE PERTINENT TO THE PERFORMANCE OF PROFESSIONAL STAFF.

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