



EDUCATION

Seventh-day Adventist Church
SOUTHWESTERN UNION

LEADERSHIP EVALUATION FORM

Name _____ Date _____

Performance Criteria Key: U—Unsatisfactory, B—Basic, P—Proficient, D—Distinguished

Potential Evidences: Observations, Unit and Lesson Plans, Interviews, Administrator Self-ratings, Surveys, School Website, Newsletters, School Handbook, Signage, Student Outcomes, Assessments, Committee Memberships, Faculty Meeting Minutes, Professional Learning Plans, SIS Program, Friday Folders, Social Media, Church Bulletins, Class Schedules, Curriculum Maps, Learner Work, Instructional Materials, Professional Learning Certificates, Classroom Rules, Administrator Reflections, Calendar, Board Minutes, Annual Progress Report, Safety Plan, Interim Accreditation Review, Continuous School Improvement Plan, Financial Documentation, Constitution and Bylaws, Marketing and Recruitment Plan, Technology Plan

Domain I—Spiritual Mentorship

Standards	Performance Criteria			
	U	B	P	D
1a Collaborates with board and staff in the development and implementation of the shared vision and mission of the school				
1b Models Christ-like, ethical behavior in the implementation of the vision and mission of the school				
1c Understands and advocates for the philosophy, mission, vision, and core values and beliefs of Adventist education				
1d Promotes community service activities				

Domain II—Operational Responsibilities

Standards	Performance Criteria			
	U	B	P	D
2a Maintains NAD approved SIS database				
2b Ensures compliance of safety procedures and maintenance of physical plant as established by church policies and government regulations				
2c Plans, institutes, manages, and monitors operations, administrative systems, and resources of the school in a timely manner				
2d Has a working knowledge of church policies and government regulations				
2e Collaborates with all stakeholders in developing and implementing school policies aligned with conference, union, and division educational policies				
2f Operates school in a fiscally sound manner by employing effective budgeting and accounting practices				

Domain III—Academic Leadership

Standards	Performance Criteria			
	U	B	P	D
3a Ensures curriculum is relevant, current, and aligned with the NAD content standards and SWUC competencies				
3b Ensures that class schedules are designed to meet academic requirements				
3c Collaborates with staff to collect, analyze, interpret, and apply data appropriately to enhance learning outcomes				
3d Supports the effective use of technology and other innovative resources				
3e Oversees appropriate instruction and assessment that is aligned with learning outcomes, differentiated, and culturally relevant				

Domain IV—School Climate and Culture

Standards	Performance Criteria			
	U	B	P	D
4a Encourages staff-initiated improvement of learner-centered programs/processes				
4b Creates and sustains an inclusive environment in which each learner and staff is known, accepted, and valued				
4c Communicates effectively with stakeholders on the shared mission, instructional program, and current activities of the school				
4d Establishes and maintains a positive working relationship with the local church pastor(s)				

Domain V—Professional Learning

Standards	Performance Criteria			
	U	B	P	D
5a Recognized as the leader of the school who continually improves her professional practice				
5b Assists in the recruiting and support of Christ-like, competent, and caring staff; and provides effective induction and mentoring of new personnel				
5c Supports and retains staff who continually enhance their pedagogical skills through reflection and a professional learning plan				
5d Develops and implements opportunities for on-going professional learning for staff driven by professional learning plans, student data, and research				
5e Provides actionable feedback about instruction through supervision and evaluation so as to build the professional capacity of staff				
5f Promotes personal/professional health, well-being, and work-life balance of staff				
5g Supports teachers in maintaining NAD certification/endorsements				

Domain VI—School Improvement

Standards	Performance Criteria			
	U	B	P	D
6a Collaborates with board and staff to develop, implement, and annually review a data-informed continuous school improvement (CSI) plan				
6b Collaborates with stakeholders to develop, implement, and annually review a spiritual master plan				

Comments

Principal's Signature

Date

Evaluator's Signature

Date