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**SOUTHWESTERN UNION CONFERENCE LEADERSHIP EVALUATION FORM**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| *Performance Criteria Key: U—Unsatisfactory, B—Basic, P—Proficient, D—Distinguished*  *Potential Evidences: Observations, Unit and Lesson Plans, Interviews, Teacher 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 Schedule, Curriculum Maps, Learner Work, Instructional Materials, Professional Learning Certificates, Classroom Rules, Teacher 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**

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| 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 Understands and advocates for the philosophy, mission, vision, and core values and beliefs of Adventist education |  |  |  |  |
| 1c Models Christ-like, ethical behavior in the implementation of the vision and mission of the school |  |  |  |  |
| 1d Promotes community service activities |  |  |  |  |

**Domain II—Operational Responsibilities**

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| 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 and coherent manner in support of teaching and learning |  |  |  |  |
| 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 Develops and implements a shared understanding of standards-based learning |  |  |  |  |
| 3b Ensures curriculum is relevant, current, and aligned with the NAD content standards and the SWUC competencies |  |  |  |  |
| 3c Ensures that class schedules are designed to meet academic requirements |  |  |  |  |
| 3d Collaborates with staff to collect, analyze, interpret, and apply data appropriately to enhance learning outcomes |  |  |  |  |
| 3e Supports the effective use of technology and other innovative resources |  |  |  |  |
| 3f Oversees appropriate instruction and assessment that are aligned with learning outcomes, differentiated, and culturally relevant |  |  |  |  |

**Domain IV—School Climate and Culture**

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| Standards | Performance Criteria | | | |
| U | B | P | D |
| 4a Cultivates a collaborative culture by maximizing the use of PLCs that are committed to continuous improvement and collective responsibility |  |  |  |  |
| 4b Encourages staff-initiated improvement of learner-centered programs/processes |  |  |  |  |
| 4c Creates and sustains a safe, equitable, and inclusive environment in which each learner and staff is known, accepted, and valued |  |  |  |  |
| 4d Communicates and engages effectively with stakeholders on the shared mission, instructional program, and current activities of the school |  |  |  |  |
| 4e Establishes and maintains a positive working relationship with the local church pastor(s) |  |  |  |  |

**Domain V—Professional Learning**

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| 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, collaborative 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 staff in maintaining NAD certification/endorsements |  |  |  |  |

**Domain VI—School Improvement**

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| Standards | Performance Criteria | | | |
| U | B | P | D |
| 6a Employs a continuous school improvement (CSI) cycle to support student achievement |  |  |  |  |
| 6b Uses multiple measures of data at every stage of the CSI cycle |  |  |  |  |
| 6c Collaborates with board and staff to develop, implement, and annually review/evaluate a data-informed CSI plan |  |  |  |  |
| 6d Collaborates with stakeholders to develop, implement, and annually review the school’s spiritual master plan |  |  |  |  |

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| Comments |
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Principal’s Signature Date

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Evaluator’s Signature Date