# McCreary County Schools Administrative Observation Form

Name of Adminis	trator	Name	e of Observer
School Name			
	Cycle of Observatio	ns: 1 <sup>st</sup>	<b>2</b> <sup>nd</sup>
Date / Time Started	d – Time Ended		

Note to observer:

The performances listed below each of the standards are examples of behaviors which demonstrate knowledge of and the ability to apply each of the six standards. Please document specific examples of evidence observed referencing the letter of the indicator keeping in mind the leadership themes of interpersonal and technical skills, socio-cultural commitment, and advocacy for children.

This list is not all-inclusive. As you are observing, you might see other effective practices of instructional leadership, communication, and/or organizational management for which there are no listed performances. Please add performances to the list as appropriate and refer to the letter of the added indicator when you cite specific evidence on the lower part of the form.

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#### Standard 1

A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

The administrator facilitates processes and engages in activities ensuring that:

1P.01 The vision of the school are effectively communicated to staff, parents, students and community	1P.09 an implementation plan is developed in which
members.	objectives and strategies to achieve the vision and goals are clearly articulated.
• 1P.02 the vision and mission are communicated through the use of symbols, ceremonies, stories, and similar activities	1P.10 assessment data related to student learning are used to develop the school vision and goals
1P.03 the core beliefs of the school vision are modeled for all stakeholders	1P.11 relevant demographic data pertaining to students and their families are used in developing the school mission and goals
1P.04 the vision is developed with and among stakeholders	1P.12 barriers to achieving the vision are identified, clarified, and addressed
1P.05 the contributions of school community members to the realization of the vision are recognized and celebrated	1P.13 needed resources are sought and obtained to support the implementation of the school mission and goals
1P.06 progress toward the vision and mission is communicated to all stakeholders	1P.14 existing resources are used in support of the school vision and goals
1P.07 the school community is involved in school improvement efforts	1P.15 the vision, mission, and implementation plans are regularly monitored, evaluated, and revised
1P.08 the vision shapes the educational programs, plans, and activities	

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#### Standard 2

A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student

# learning and staff professional growth.

The administrator facilitates processes and engages in activities ensuring that:

2P.01 the school is organized and aligned for success.	2P.09 pupil personnel programs are developed to meet the needs of students and their families.
2P.02 • curricular, co-curricular, and extra-curricular	2P.10 all individuals are treated with fairness, dignity,
programs are designed, implemented, evaluated, and	and respect.
efined.	and respect.
2P.03 curriculum decisions are based on research,	•2P.11 professional development promotes a focus on
expertise of teachers, and the recommendations of	student learning consistent with the school vision and
earned societies.	goals.
2P.04 the school culture and climate are assessed on a egular basis.	2P.12 students and staff feel valued and important.
2P.05 • a variety of sources of information is used to	2P.13 the responsibilities and contributions of
nake decisions	each individual are acknowledged
2P.06. • student learning is assessed using a variety of	2P.14 barriers to student learning are identified,
echniques.	clarified, and addressed.
2P.07 multiple sources of information regarding	2P.15 diversity is considered in developing learning
performance are used by staff and students	experiences
IP.08 a variety of supervisory and evaluation models is employed.	2P.16 • life long learning is encouraged and modeled.
2P.17 there is a culture of high expectations for self,	2P.19 student and staff accomplishments are
student, and staff performance.	recognized and celebrated.
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P.18 • technologies are used in teaching and learning.	2P.20 multiple opportunities to learn are available
EVIDENCE: (Reference the performance for each piece	to all students.
	to all students.

#### Standard 3

A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

# The administrator facilitates processes and engages in activities ensuring that:

3P.01 knowledge of learning, teaching, and student development is used to inform management decisions	3P.13 . stakeholders are involved in decisions affecting schools.
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3P.02 operational procedures are designed and managed to maximize opportunities for successful learning	3P.14 • responsibility is shared to maximize owner-ship
3P.03 . emerging trends are recognized, studied, and applied as appropriate	•3P.15 effective problem-framing and problem-solving
3P.04 operational plans and procedures to achieve the vision and goals of the school are in place	3P.16 effective conflict resolution skills are used
3P. 05 • collective bargaining and other contractual agreements related to the school are effectively managed	3P.17 effective group-process and consensus-building skills are used
3P.06 the school plant, equipment, and support systems operate safely, efficiently, and effectively	3P.18 effective communication skills are used
3P.07 time is managed to maximize attainment of organizational goals	3P.19 there is effective use of technology to manage school operations
3P.08 potential problems and opportunities are identified	3P.20 fiscal resources of the school are managed responsibly, efficiently, and effectively
3P.09 • problems are confronted and resolved in a timely manner	3P.21 a safe, clean, and aesthetically pleasing school environment is created and maintained
3P.10 . financial, human, and material resources are aligned to the goals of schools	3P.22 • human resource functions support the attainment of school goals
3P.11 • the school acts entrepreneurally to support continuous improvement	3P.23 confidentiality and privacy of school records are maintained
3P.12 organizational systems are regularly monitored and modified as needed	
EVIDENCE: (Reference the performance for each piec	e of evidence, attach additional sneets if necessary.

#### Standard 4

A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

community, government and higher education partnerships

# The administrator facilitates processes and engages in activities ensuring that:

<b>4P.01</b> community groups to strengthen programs and support school goals	<b>4P.09</b> • opportunities for staff to develop collaborative skills are provided
<b>4P.02</b> community youth family services are integrated with school programs	4P.10 high visibility, active involvement, and communication with the larger community is a

	priority
4P.O3 community stakeholders are treated equitably	4P.11 relationships with community leaders are identified and nurtured
<b>4P.04</b> • diversity is recognized and valued	4P.12 • information about family and community concerns, expectations, and needs is used regularly
<b>4P.05</b> effective media relations are developed and maintained	<b>4P.13</b> there is outreach to different business, religious, political, and service agencies and organizations
<b>4P.06</b> a comprehensive program of community relations is established	4P.14 credence is given to individuals and groups     whose values and opinions may conflict
<b>4P.07</b> public resources and funds are used appropriately and wisely	4P.15 • the school and community serve one another as resources
4P.08 community collaboration is modeled for staff	4P.16• available community resources are secured to help the school solve problems and achieve goals
	4P.17 ● partnerships are established with area businesses, institutions of higher education, and COMMUNITY GROUPS TO STRENGTHEN PROGRAMS AND SUPPORT SCHOOL GOALS.

EVIDENCE: (Reference the performance for each piece of evidence, attach additional sheets if necessary.	

# Standard 5

A school administrator is an educational leader who promotes the success of all students by **acting with integrity**, **fairness**, **and in an ethical manner**.

### The administrator:

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<b>5P.01</b> examines personal and professional values	<b>5P.09</b> protects the rights and confidentiality of students and staff
5P.02 demonstrates a personal and professional	5P.10 • demonstrates appreciation for and sensitivity
code of ethics	to the diversity in the school
	community
5P.03 demonstrates values, beliefs, and attitudes that	5P.11 recognizes and respects the legitimate authority
inspire others to higher levels of performance	of others
5P.04 serves as a role model	<b>5P.12</b> examines and considers the prevailing values of the diverse school community
5P.05 accepts responsibility for school operations	5P.13 expects that others in the school community
	will demonstrate integrity and exercise ethical
	behavior
<b>5P.06</b> considers the impact of one's administrative practices on others	5P.14 opens the school to public scrutiny

<b>5P.07</b> uses the influence of the office to enhance the educational program rather than for personal gain	5P.15 • fulfills legal and contractual obligations	
<b>5P.08</b> treats people fairly, equitably, and with dignity and respect	<b>5P.16</b> applies laws and procedures fairly, wisely, and considerately	
EVIDENCE: (Reference the performance for each piece	e of evidence, attach additional sheets if necessary.	

#### Standard 6

A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

The administrator facilitates processes and engages in activities ensuring that:

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<b>6P.01</b> the environment in which schools operate is influenced on behalf of students and their families	<b>6P.04</b> the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities	
6P.02 communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate	6P.05 public policy is shaped to provide quality education for students	
<b>6P.03</b> there is ongoing dialogue with representatives of diverse community groups	6P.06 lines of communication are developed with decision makers outside the school community	
EVIDENCE: (Reference the performance for each piece of evidence, attach additional sheets if necessary.		
