

McCreary County Schools
Administrative Observation Form

Name of Administrator

Name of Observer

School Name

Cycle of Observations: 1st _____ 2nd _____

Date / Time Started – 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.

McCreary County Schools Administrative Observation Form

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 members.	<ul style="list-style-type: none"> • 1P.09 an implementation plan is developed in which 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	

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

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McCreary County Schools Administrative Observation Form

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 programs are designed, implemented, evaluated, and refined.	2P.10 all individuals are treated with fairness, dignity, and respect.
2P.03 curriculum decisions are based on research, expertise of teachers, and the recommendations of learned societies.	•2P.11 professional development promotes a focus on student learning consistent with the school vision and goals.
2P.04 the school culture and climate are assessed on a regular basis.	2P.12 students and staff feel valued and important.
2P.05 • a variety of sources of information is used to make decisions	2P.13 the responsibilities and contributions of each individual are acknowledged
2P.06. • student learning is assessed using a variety of techniques.	2P.14 barriers to student learning are identified, clarified, and addressed.
2P.07 multiple sources of information regarding performance are used by staff and students	2P.15 diversity is considered in developing learning experiences
1P.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, student, and staff performance.	2P.19 student and staff accomplishments are recognized and celebrated.
2P.18 • technologies are used in teaching and learning.	2P.20 multiple opportunities to learn are available to all students.

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

[illegible]

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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