Administrator Evaluation

Initial Set-up by Evaluators

Assigning Evaluators & Evaluation Type
Assigning Evaluators – Step 1

Building principals and supervising department administrators are assigned as the primary evaluation account manager for all building/department staff by default.

Assigning evaluators to all staff is an initial set-up responsibility and must be completed by September 15th.

- Step 1 – primary evaluation account managers will login to the Online Evaluation Management System to assign specific evaluators to identified building/department staff using the following process:

  1. Select administrators to be assigned to an evaluator (multiple administrators may be selected at one time for the same evaluator).
  2. At the “Select Evals” box, select “Assign” and click on “Go”.

- When the new window opens, proceed to Step 2.
Assigning Evaluators – Step 2

- Step 2 – When the dialogue box (pop-up window) appears, type in the name of the evaluator to be assigned in the appropriate box using the District’s “last name_first name” format.
- The supervisor of the evaluator is a required field for all staff and must be entered in the appropriate box using the District’s “last name_first name” format.
  - The area assistant superintendent is the supervisor of the evaluator for principals and the principal is the supervisor of evaluator for all other evaluators in their building.
  - Both evaluator and supervisor must be assigned to each employee.
- Select “Submit” once the evaluator and supervisor names are entered.
- Repeat both Step 1 & Step 2 for each evaluator being assigned.
- See screenshots on following slide.
Assigning Evaluators – Screenshots

Step 1

Personal Evaluations of Your Name

<table>
<thead>
<tr>
<th>Eval Period</th>
<th>Status</th>
<th>Position</th>
<th>Department</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY1920</td>
<td>Not Started</td>
<td>Your Position</td>
<td>Your School</td>
<td>Your Evaluator</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

Staff Evaluations by Your Name

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Type</th>
<th>Position</th>
<th>Status</th>
<th>Assigned To</th>
<th>Score/Rating</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Asst Principal - Middle</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Classified</td>
<td>Health Clerk</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Science Teacher, Health Tec...</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Classified</td>
<td>Clerk - Attendance</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Language Arts Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Counselor</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Physical Education Teacher, Health Tec...</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Certified</td>
<td>Language Arts Teacher, Soc...</td>
<td>Not Started</td>
<td>You</td>
<td>Start</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 42 entries

Questions? Contact Human Resources

Step 2

Assign Evaluations

Only evaluations that have the status "Not Started" can be assigned from here.

For all eval types:

Evaluator (required):

If assigning Certified evals:

Supervisor of evaluator (required):

If assigning Classified/APT evals:

First Reviewer (optional):

Final reviewer (optional):

Submit
Assigning Evaluations – Step 1

Assigned evaluators work with staff members the evaluate to determine which evaluation option will be used and assigned.

- Administrator Rubric Process
- Administrator Alternative Process (Self-Reflection)

The evaluation type must be determined by October 15th.

- Step 1 – After login to the Online Evaluation Management System the evaluator will select “Start” on the line of the specific administrator to be assigned an evaluation option.
- When the new window opens, proceed to Step 2.
Assigning Evaluations – Step 2

- Step 2 – When the new window appears, the evaluator will select the type of evaluation to be assigned to the individual administrator being evaluated and select the appropriate Employment Status.

- Add evaluator and evaluator supervisor name, if not auto filled.

- After the assigning the evaluation type and employment status, select “Submit to Next Step” which submits the evaluation to the next step in the evaluation work flow.

- Repeat for each administrator being evaluated.

- See screenshots on following slide.
Assigning Evaluations – Screenshots

**Step 1**

**Personal Evaluations of Your Name**

<table>
<thead>
<tr>
<th>Eval Period</th>
<th>Status</th>
<th>Position</th>
<th>Department</th>
<th>Assigned To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY1920</td>
<td>Not Started</td>
<td>Your Position</td>
<td>Your School</td>
<td>Your Evaluator</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Evaluations by Your Name**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Type</th>
<th>Position</th>
<th>Status</th>
<th>Assigned To</th>
<th>Score/Rating</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Asst Principal</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Health Clerk</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Science Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Language Arts Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Counselor</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Math Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Physical Education Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Name</td>
<td></td>
<td>Certified</td>
<td>Language Arts Teacher</td>
<td>Not Started</td>
<td>You</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2**

**Creating New Evaluation**

- **Employee Information**
  - Employee Name:
  - Employee ID:
  - Department or position change?

- **Evaluation Details**
  - Supervisor of evaluator:
  - Submit to Next Step:

More information about evaluation types can be found in the [SHRED-2016 Assessment](#).

* Select the type of evaluation to be completed:
  - Alternative Options (Supervised by another)
  - EAP Rubric
  - Administrator Rubric
  - As Required
  - Employment Status
  - Non-Probationary

Enter evaluator and evaluator's supervisor.