

Administrative Regulation Topic	Adoption Date	Rescinds/Amends
Administrator Expectations and Performance Standards	July, 1999	

I. Leading and Collaborating

- A. Promotes the school and its accomplishments
- B. Models appropriate behaviors for educational leaders
- C. Contributes to harmony and unit within the organization
- D. Motivates others to accomplish professional and organizational skills
- E. Exhibits sensitivity in relating to others
- F. Demonstrates understanding of society's multi-cultural/ethnic aspects
- G. Maintains and enhances the team concept
- H. Promotes instructional leadership
- I. Establishes goals cooperatively with supervisors
- J. Is positive, optimistic, encouraging
- K. Holds high expectations for students, staff, and self
- L. Possesses vision of what can be accomplished
- M. Demonstrates proficiency in use of technology

II. Planning and Evaluating

- A. Conducts a regular needs assessment and evaluates overall results of responsibility
- B. Sets realistic goals with accompany system of priorities, timelines, strategies, and measure of achievements
- C. Reviews goal activity and modifies activity as needed
- D. Coordinates goals with district goals and priorities
- E. Develops building/program improvement plans

III. Managing and Organizing

- A. Organizes personnel and programs to best reach our school mission as defined by goals and priorities
- B. Delegates duties, responsibilities, and functions when appropriate and provides support for the one assuming responsibility
- C. Makes decisions which are reflective of policies, regulations, and goals of the district
- D. Utilizes effective time management principles
- E. Budgets time appropriately for range of duties based upon job description
- F. Follows up on delegated assignments and monitors work under his/her direction
- G. Maintains appropriate and accurate records
- H. Understands and utilizes appropriate budgeting and accounting procedures
- I. Provides a safe, clean, orderly environment of facilities, equipment, and people management
- J. Reviews and updates regularly his/her job description and those personnel job descriptions under his/her supervision
- K. Maintains a positive, productive climate and moral of personnel under supervision
- L. Implements district policies and procedures and elements of job description
- M. Is resourceful

IV. Supervising and Staffing

- A. Discharges responsibility for recruiting, selecting, recommending, hiring, demoting, transferring, retaining or dismissing employees
- B. Resolves personnel problems and manages conflicts
- C. Develops in-service to meet the needs of staff
- D. Evaluates staff as required and informs staff of their performance
- E. Keeps new and continuing personnel abreast of information necessary to perform duties effectively

V. Communicating and Interacting

- A. Uses appropriate communication with personnel and public to give and receive information
- B. Meets with personnel, community, and other agencies to provide and receive information affecting his/her area of responsibility
- C. Uses appropriate human relations skills when dealing with various individuals and groups within and outside the school system
- D. Organizes written and oral communication before presentation, correctly presents data and follow up to be sure it is understood
- E. Responds on time to request for information by supervisor and initiates flow of information as necessary
- F. Receives and considers the opinions, beliefs and concerns of others in a positive manner
- G. Makes himself/herself available at convenient and regular intervals for peer, subordinate, superordinate conferences, meetings, and interaction
- H. Participates in community organizations
- I. Develops appropriate and accurate reports
- J. Makes presentations to civic groups

VI. Developing and Growing Professionally

- A. Regularly assesses his/her own strengths and weaknesses, develops an individual improvement plan, and takes action for self improvement
- B. Belongs to and participates in professional organizations directly related to his/her job task
- C. Pursues formal coursework and degrees reflective of the status of the position held
- D. Maintains appropriate certification required to hold the position