



EDMONDS SCHOOL DISTRICT NO. 15  
Lynnwood, WA 98036-7400

**ANNUAL EVALUATION OF ADMINISTRATOR PERFORMANCE**

The purpose of this memorandum is to document the supervisor/employee year-end conference, and the employee's satisfactory performance regarding the current school year in one or more the following areas: knowledge of, experience in and training in recognizing good professional performance, capabilities and development; administration and management; finance; professional preparation and scholarship; effort toward improvement when needed; interest in pupils, employees, patrons, and subjects taught in school; leadership; the ability and performance of evaluation of personnel; and other categories relevant to the position

Name \_\_\_\_\_ Year \_\_\_\_\_

Evaluator \_\_\_\_\_

School/Program: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Evaluator Name (please print)

\_\_\_\_\_  
Evaluator Signature

Date \_\_\_\_\_

DISTRIBUTION

Original: Human Resources  
Copies: Employee  
Evaluator