



EDMONDS SCHOOL DISTRICT NO. 15
Lynnwood, WA 98036-7400
ADMINISTRATOR PROFESSIONAL GROWTH and ASSESSMENT VERIFICATION FORM

The purpose of this memorandum is to document the evaluator/employee year-end conference, the employee's self-reflections and the employee's satisfactory performance regarding the 2017-18 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.

To Be Completed by the Employee

Name _____ Year _____

Evaluator _____

School/Program: _____

Goal #1: _____

Progress toward achievement based on identified indicators:

Goal #2: _____

Progress toward achievement based on identified indicators:

Goal #3: _____

Progress toward achievement based on identified indicators:

Goal #4: _____

Progress toward achievement based on identified indicators:

To Be Completed by the Evaluator

Comments relating to the following evaluative criteria: 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.

Attach planning worksheet and activities verifying progress toward goal attainment.

Employee Name (please print)

Employee Signature

Evaluator Name (please print)

Evaluator Signature

Date _____