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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 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.

# 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