

## ADMINISTRATOR PROFESSIONAL RESPONSIBILITIES STANDARDS AND INDICATORS

<p style="text-align: center;"><b>STANDARD 1</b></p> <p style="text-align: center;"><b>Manages Human Capital</b></p>	<p style="text-align: center;"><b>STANDARD 2</b></p> <p style="text-align: center;"><b>Self-Reflection and Professional Growth</b></p>	<p style="text-align: center;"><b>STANDARD 3</b></p> <p style="text-align: center;"><b>Professional Obligations</b></p>	<p style="text-align: center;"><b>STANDARD 4</b></p> <p style="text-align: center;"><b>Family and Community Engagement</b></p>
<p><b>Indicator 1</b> The administrator collects high quality observation data and evidence of teacher practice in a fair and equitable manner, and utilizes the results of evaluations to provide supports to improve performance.</p>	<p><b>Indicator 1</b> The administrator seeks out feedback from colleagues and staff, and uses a variety of data to self-reflect on his or her practice.</p>	<p><b>Indicator 1</b> The administrator models and advocates for fair, equitable, and appropriate treatment of all personnel, students, and families.</p>	<p><b>Indicator 1</b> The administrator involves families and the community in appropriate policy implementation, program planning, and assessment.</p>
<p><b>Indicator 2</b> The administrator uses available data, including teacher effectiveness data, to identify, recognize, support, and retain teachers.</p>	<p><b>Indicator 2</b> The administrator seeks opportunities to increase their professional knowledge in an effort to remain current on educational research and evidence-based practices.</p>	<p><b>Indicator 2</b> The administrator models integrity in all interactions with colleagues, staff, students, families, and the community.</p>	<p><b>Indicator 2</b> The administrator involves families and community members in the realization of vision and in related school improvement efforts.</p>
<p><b>Indicator 3</b> The administrator supports the development of teacher leaders and provides leadership opportunities.</p>	<p><b>Indicator 3</b> The administrator pursues aligned professional learning opportunities to improve his/her instructional leadership across the school community.</p>	<p><b>Indicator 3</b> The administrator respects the rights of others with regard to confidentiality and dignity, and engages in honest interactions.</p>	<p><b>Indicator 3</b> The administrator connects students and families to community health, human, and social services as appropriate.</p>
<p><b>Indicator 4</b> The administrator complies with the requirements and expectations of the Nevada Teacher Evaluation Framework.</p>		<p><b>Indicator 4</b> The administrator follows policies, regulations, and procedures specific to role and responsibilities.</p>	

STANDARD 1 MANAGES HUMAN CAPITAL							
Indicators		Performance Areas					
What Administrators Need to Demonstrate	Mandatory Evidence Sources of Professional Responsibilities	Optional Evidence Sources of Professional Responsibilities	Description/Notes	Level 4	Level 3	Level 2	Level 1
<b>Indicator 1</b> The administrator collects high quality observation data and evidence of teacher practice in a fair and equitable manner, and utilizes the results of evaluations to provide supports to improve performance.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>Educator Evaluation Summative Reports</li> <li>School personnel data</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Conducts frequent classroom observations utilizing the NEPF and maintains accurate records of data on student performance and teacher practices</li> <li>Provides targeted and actionable feedback through focused pre and post observation conferences</li> <li>Utilizes teacher feedback (both formal and informal) to support teacher development in instructional practices</li> </ul>	The administrator consistently and systematically collects high quality observation data and evidence of teacher practice in a fair and equitable manner, and fully uses evaluation results to strategically provide individualized and schoolwide supports to improve performance. The administrator models fair and equitable evaluation practices.	The administrator collects high quality observation data and evidence of teacher practice in a fair and equitable manner, and sufficiently utilizes the results of evaluations to provide appropriate supports to improve performance.	The administrator collects observation data and evidence of teacher practice in a fair and equitable manner but minimally utilizes the results of evaluations as evidenced by providing only limited supports to improve performance.	The administrator does not or rarely collects observation data and evidence of teacher practice in a fair and equitable manner, and does not or rarely uses the results of evaluations to provide supports to improve performance.
<b>Indicator 2</b> The administrator uses available data, including teacher effectiveness data, to identify, recognize, support, and retain teachers.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>Educator Evaluation Summative Reports</li> <li>School personnel data</li> <li>Teacher interviews</li> <li>School performance data</li> </ul>	<ul style="list-style-type: none"> <li>Rigorous evaluation process is completed for every teacher</li> <li>Recognizes where teachers are on a continuum of skills and needs and differentiates supports accordingly</li> <li>Tailors teacher observations to the needs of each teacher and to school-wide initiatives</li> <li>Monitors teacher performance to ensure feedback is incorporated into teacher practice</li> </ul>	The administrator leads a team in using available data, including teacher effectiveness data, to successfully identify, recognize, support, and retain teachers. The administrator collaborates with all teachers and staff to actively monitor and improve these processes.	The administrator sufficiently uses available data, including teacher effectiveness data, to identify, recognize, support, and retain teachers and monitors these processes appropriately.	The administrator minimally uses available data, including teacher effectiveness data, to identify, recognize, support, and retain teachers and minimally monitors these processes.	The administrator does not or rarely uses available data, including teacher effectiveness data, to identify, recognize, support, and retain teachers and/or fails to monitor the effectiveness of these processes.
<b>Indicator 3</b> The administrator supports the development of teacher leaders and provides leadership opportunities.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>Educator Evaluation Summative Reports</li> <li>School personnel data</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Creates structures to provide opportunities for teacher leaders to be engaged in significant problem solving, decision-making, and leadership activities in support of school improvement</li> </ul>	The administrator collaborates with instructional staff and the leadership team to provide extensive support for the development of teacher leaders and provides multiple and varied leadership opportunities.	The administrator supports or designates others to sufficiently support the development of teacher leaders and provide leadership opportunities; however, this is completed with limited input from the instructional staff or leadership team.	The administrator minimally supports the development of teacher leaders and provides limited or inadequate leadership opportunities.	The administrator does not or rarely supports the development of teacher leaders and does not provide leadership opportunities.
<b>Indicator 4</b> The administrator complies with the requirements and expectations of the Nevada Teacher Evaluation Framework.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>Educator Evaluation Summative Report</li> <li>School Personnel Data</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Implements and monitors a rigorous, consistent evaluation system aligned to NEPF requirements</li> <li>Ensures final evaluation ratings are evidence driven and incorporate multiple examples of student outcomes and teacher practice</li> <li>Maintains accurate notes, formal records and documentation on interactions with and observations of teachers to comply with the NEPF</li> </ul>	The administrator leverages the Nevada Teacher Evaluation Framework for continuous improvement in performance, and coaches or mentors other principals in using the framework with fidelity. The administrator communicates the requirements and expectations to all school leadership and staff.	The administrator leverages the Nevada Teacher Evaluation Framework. The administrator communicates the requirements and expectations to all school leadership and staff.	The administrator complies with the requirements and expectations of the Nevada Teacher Evaluation Framework. The administrator makes limited attempts to communicate the requirements and expectations to others.	The administrator does not or rarely complies with the requirements and expectations of the Nevada Teacher Evaluation Framework. The administrator rarely communicates, or is unsuccessful in communicating, the requirements and expectations to others.



STANDARD 3 PROFESSIONAL OBLIGATIONS							
Indicators		Performance Areas					
What Administrators Need to Demonstrate	Mandatory Evidence Sources of Professional Responsibilities	Optional Evidence Sources of Professional Responsibilities	Description/Notes	Level 4	Level 3	Level 2	Level 1
<b>Indicator 1</b> The administrator models and advocates for fair, equitable, and appropriate treatment of all personnel, students, and families.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>School personnel files</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Exemplifies fairness in all interactions with personnel, students, and families ensuring equitable outcomes despite constituents' differences</li> </ul>	The administrator models, advocates, trains, and supports other leaders, staff, and community members in providing fair, equitable, and appropriate treatment of all personnel, students, and families. The administrator takes immediate actions that fully address and resolve issues of unfair, inequitable, and inappropriate treatment of others.	The administrator sufficiently models and advocates for fair, equitable, and appropriate treatment of all personnel, students, and families. The administrator takes appropriate and sufficient actions that address issues of unfair, inequitable, and inappropriate treatment of others.	The administrator inconsistently models and/or advocates for fair, equitable, and appropriate treatment of all personnel, students, and/or families. The administrator hesitates in taking action or takes insufficient actions that only partially address issues of unfair, inequitable, and inappropriate treatment of others.	The administrator does not or rarely models or advocates for fair, equitable, and appropriate treatment of all personnel, students, and families. The administrator rarely takes action or takes ineffective actions that fail to address issues of unfair, inequitable, and inappropriate treatment of others.
<b>Indicator 2</b> The administrator models integrity in all interactions with colleagues, staff, students, family, and the community.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>School personnel files</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Maintains a sense of precedence in making decisions to ensure integrity and consistency over time</li> <li>Seeks and evaluates diverse input to ensure fairness and responsiveness in decisions and directions</li> </ul>	The administrator demonstrates and models the highest level of integrity (e.g. ethical standards of the profession) in all interactions with students, families, colleagues, and the community. The administrator takes an active role in ensuring that students and staff treat others with integrity.	The administrator models a high level of integrity (e.g. ethical standards of the profession) in all interactions with colleagues, staff, students, families, and the community, and encourages and supports (through communications and professional development activities) all school staff in doing the same.	The administrator models a minimal level of integrity (e.g. ethical standards of the profession) in interactions with colleagues, staff, students, families, and the community.	The administrator models little integrity (e.g. ethical standards of the profession) in interactions with colleagues, staff, students, families, and the community.
<b>Indicator 3</b> The administrator respects the rights of others with regard to confidentiality and dignity, and engages in honest interactions.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>School personnel files</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Maintains a professional "voice" in the context of all written and verbal communication in both formal and informal situations</li> </ul>	The administrator fully respects the rights of all others with regard to confidentiality and dignity, consistently engages in honest interactions, and requires all members of the school community to do the same. The administrator monitors the school instructional environment to ensure that staff maintain a culture of respect, dignity, and honesty.	The administrator fully respects the rights of others with regard to confidentiality and dignity, engages in honest interactions, and encourages all members of the school community to do the same.	The administrator inconsistently respects the rights of others with regard to confidentiality and dignity, and/or inconsistently engages in honest interactions.	The administrator does not or rarely respects the rights of others with regard to confidentiality and/or dignity, and/or does not engage in honest interactions.
<b>Indicator 4</b> The administrator follows policies, regulations, and procedures specific to role and responsibilities.	<ul style="list-style-type: none"> <li>Direct evaluator observation</li> <li>One confirmatory item from optional evidence source</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Notes</li> <li>Administrator pre and post conference</li> <li>School performance plan</li> <li>School personnel files</li> <li>Teacher interviews</li> </ul>	<ul style="list-style-type: none"> <li>Possesses thorough knowledge of and complies with federal, state, district and school regulations and policies</li> <li>Establishes monitoring systems for administrators and staff to know and acknowledge compliance with regulations and policies</li> <li>Holds employees accountable for compliance with expectations and takes action based on employee violation of or digression from expectations</li> </ul>	The administrator consistently and fully follows policies, regulations, and procedures specific to role and responsibilities, and encourages and supports school staff in doing the same. The administrator monitors the school instructional environment to ensure staff follow policies, regulations, and procedures.	The administrator sufficiently follows all policies, regulations, and procedures specific to his or her role and responsibilities. The administrator monitors the school instructional environment to ensure most staff follow policies, regulations, and procedures.	The administrator follows most policies, regulations, and procedures specific to his or her role and responsibilities. The administrator somewhat monitors the school instructional environment to ensure staff follow policies, regulations, and procedures.	The administrator follows few or no policies, regulations, and procedures specific to his or her role and responsibilities. The administrator does not or rarely monitors the school instructional environment to ensure staff follow policies, regulations, and procedures.





## FOUR-POINT RATING SCALE

### **Level 4.**

**The administrator is a highly effective leader within the school, fully supporting the learning of all staff and students, while cultivating a shared vision and high expectations embedded within a fully welcoming, collaborative school environment. The administrator uses a variety of communication processes to engage a broad range of stakeholders while consistently modeling self- reflection and the pursuit of fully aligned, varying professional learning opportunities.**

### **Level 3.**

**The administrator is generally an effective leader within the school, sufficiently supporting staff and students while creating a vision and appropriate expectations embedded within a welcoming, collaborative school environment. The administrator communicates with and engages stakeholders while modeling self-reflection and the pursuit of aligned professional learning opportunities.**

### **Level 2.**

**The administrator demonstrates inadequate leadership within the school. The administrator attempts to support staff and students, but his or her vision and expectations, and attempts to create a welcoming, collaborative school environment are of inconsistent quality or are inappropriate for most staff and students. The administrator minimally communicates with or engages a limited range of stakeholders and rarely models self-reflection or the pursuit of appropriate professional learning opportunities.**

### **Level 1.**

**The administrator demonstrates little or no attempt to support staff and students, create a vision and appropriate expectations, or cultivate a welcoming school environment, or attempts to do so are unsuccessful. The administrator does not actively communicate with or engage stakeholders and refuses to participate in appropriate professional learning responsibilities.**