

St. Thomas's Day School Administrator Evaluation



Name: _____ Date: _____

Progressing Through the Evaluation Framework:

- Administration Evaluation Review to be completed by the Head of School before Thanksgiving Break.
- Reflect on St. Thomas's Day School mission, culture, and values, as well as our Characteristics of Professional Excellence and your personal mission and interests.
- By February:
 - ❑ Select a personal and professional growth goal.
 - ❑ Complete each section of this packet: defining your goal, planned steps to achieve the goal, the resources required, and measures and milestones.
 - ❑ Meet with HOS to review this plan and gain agreement/ approval for your goals and the resources needed.
- February- May:
 - ❑ Begin pursuing your goal, checking in with the HOS during for feedback and guidance.
- Upon completion of your goal, meet with the HOS to summarize your progress and key achievements in the "Final Reflection"



Administration Evaluation

St. Thomas's Day School

Mission

St. Thomas's Day School is a diverse community of children, teachers, parents and parishioners working together to foster learning in the context of faith and personal commitment. As a mission of Saint Thomas's Episcopal Church, the Day School seeks to educate children broadly by cultivating intelligence while engaging heart and spirit. The School seeks to motivate children of diverse races, creeds, and backgrounds to become independent thinkers who appreciate, understand and serve others.

Characteristics of Professional Excellence

I. Professional Relationships

As an administrator at St. Thomas's Day School, I treat all people with respect, regardless of their race, religion, gender, sexual orientation, age, disability, national or ethnic origin, and marital, maternity or family status. I am committed to the best interests of the students entrusted in my care. I develop relationships of mutual trust and respect and build positive relationships with students, parents, colleagues, school administrators, and other members of the school community.

II. Professional Integrity

As an administrator at St. Thomas's Day School, I behave in a way harmonious with the School's mission at all times. I act with honesty and integrity in all aspects of my work. I respect and protect confidential information to which I have access in the course of my official duties. I conduct all duties with professional competence, fairness, efficiency, and effectiveness and avoid any behavior that would be in conflict with or would compromise my official duties and/or ability to ethically carry out the School's mission.

III. Professional Conduct

As an administrator at St. Thomas's Day School, I demonstrate to the community-at-large that St. Thomas's employees are honest, respectful, compassionate, competent, and dedicated. I hold paramount the safety, health, and welfare of the students in the performance of professional duties and report all incidents that might impact the welfare of a student. I uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion.

IV. Professional Practice

As an administrator at St. Thomas's Day School, I strive for personal and professional excellence while planning, monitoring, assessing, reporting, and providing feedback. I acknowledge, support and promote each student as a unique individual with unique strengths, needs, and abilities through motivation, encouragement, and celebration of successes. I create learning environments that are safe, warm, welcoming, and encourage students to become active agents of their own learning and I create developmentally appropriate lessons and activities. I also create and clearly communicate goals for students that are challenging, yet achievable.

V. Professional Collegiality and Collaboration

As an administrator at St. Thomas's Day School, I professionally support and collaborate with all school employees. I work with colleagues in the interests of integrating instruction, sharing ideas, developing and supporting good practice, and maintaining the highest quality of educational experiences for students. I work together with students, parents, caregivers, and faculty to effectively meet the needs of the students and I engage with the planning, implementation, and evaluation of curriculum at a classroom and school level.

VI. Professional Development

As an administrator at St. Thomas's Day School, I take personal responsibility for sustaining and improving the quality of my professional practice. I actively maintain my professional knowledge and understanding to ensure it is current by reflecting on and critically evaluating my professional practice. I seek out opportunities for growth and professional development. I am open and responsive to constructive feedback regarding my practice. If necessary, I am willing to seek appropriate support, advice and guidance.



Statement of Purpose

St. Thomas's celebrates, nurtures and protects the special qualities of childhood - exuberance, a sense of wonder, imagination, creativity, and innovation. It is a place where children are allowed to move, play and nurture their natural curiosity.

1. St. Thomas's Day School is committed to nurturing the spiritual, intellectual, emotional, and physical development of our children. Our size allows teachers to get to know students as individuals and provides the ideal setting for differentiation and small group instruction.
2. St. Thomas's Day School is committed to enriching the moral lives of our students. Positive traits such as respect, trustworthiness, responsibility, fairness, integrity, and kindness are modeled, taught and expected.
3. Our goal is to provide each child with the means to face the future, with self-confidence, enthusiasm, and an understanding for our global environment. We focus daily on creating leadership opportunities and foster the development of student leadership and teamwork skills. The program provides opportunities for cooperation and collaboration through a variety of different experiences.
4. Our challenging and structured curriculum is designed to provide continuity and balance while enhancing the development of foundational skills and concepts. Small group instruction ensures attentiveness to each child's developmental level of maturity and achievement. Our experienced and dedicated faculty attends to the abilities, talents, and learning style of each child. Creative projects, hands-on experiences, and collaborative learning opportunities foster problem solving and critical thinking skills; the building blocks necessary for living and thriving in a 21st century world.
5. The educational program, under the direction of the Head Teacher, is sequential and includes the study of reading, language arts, mathematics, and social studies. The program is further enriched through musical and dramatic performances, multi-media presentations, field trips, our annual Science Festival, service learning projects, community building activities, and mentoring between older and younger students. Intrinsic to our program are the seven essential skills and capabilities identified by the Commission on Accreditation for the National Association of Independent Schools (NAIS):
 - Analytical and creative thinking and problem solving
 - Effective communication - oral, written, and visual
 - Leadership and teamwork
 - Digital and quantitative literacy
 - Global perspective, adaptability, initiative, and risk taking
 - Integrity and ethical decision-making



Portrait of Graduate

HAPPY MIND

Exhibits academic growth and embraces lifelong learning.
Understands one's own strengths and their place in the world.
Communicates and collaborates effectively.

OPEN HEART

Displays respect for others by exercising inclusivity, empathy, respect, and compassion.
Acknowledges and understands diverse perspectives and cultures.
Recognizes the responsibility of being a citizen of the world.

BRAVE IDEAS

Pursues understanding with an adventurous spirit.
Demonstrates innovative and progressive thinking.
Displays a growth mindset by engaging in courageous exploration and problem solving.

Administration Evaluation Review



Administrator Name _____ Title _____
 Date _____

All faculty members at St. Thomas's Day School are expected and required to: 5.

Essential Expectations for Administration	Meeting Expectation	Not Meeting Expectation
1. Overtly support and act in accordance with the school's mission and values.		
2. Collaborate and work towards achieving the school's strategic plan and/or goals as defined by the Head of School.		
3. Interact with colleagues in a respectful and collegial manner that fosters a healthy faculty culture.		
4. Develop and evaluate direct reports.		
5. Report issues/concerns to the Head of School immediately.		
6. Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion.		
7. Represent the school effectively to its constituents.		
8. Maintain professional credentials, as appropriate.		
9. Honor the confidentiality of school, student, family and employee information.		
10. Comply with the policies and procedures as articulated in the school's Employment Handbook.		
11. Work effectively with the Head of School and Board Committees.		
12. Work effectively with the Administrative Team, faculty & staff members.		
13. Authentically engage in self-reflection and annual development of a growth and renewal plan that align with the Characteristics of Professional Excellence. This includes written goals and progress toward those goals.		

Notes:

Signed: (Supervisor) _____ Date _____

Receipt & Review Acknowledged: (Administrator) _____ Date _____