# APPENDIX I: SITE SUPERVISOR EVALUATION OF INTERN

Please use this evaluation instrument to indicate the performance of the EDLE candidate who interned in your school. This instrument is based on the Virginia Standards for School Administrators. The descriptors are stages in the intern’s growth. Interns will be at various stages based upon the time and opportunities they have had to practice these skills.

Please review and discuss the completed evaluation with the intern. Upon completion, please mail this form to the candidate’s university supervisor (identified below) at this address: George Mason University, Education Leadership Program, 4400 University Drive, MSN4C2, Fairfax, VA 22030-4444.

University Supervisor:\_

Phone:\_

**Domain 1: Planning and assessment**

exceeds meets approaching does not no
standard standard standard meet standard evidence

1.1 The intern effectively employs various processes 4 3 2 1 NE

for gathering, analyzing, and using data for decision making.

1.2 The intern contributes to developing and 4 3 2 1 NE

implementing a school improvement plan that results in increased student learning.

1.3 The intern supports and assesses instructional 4 3 2 1 NE

programs that enhance teaching and student achievement and the Standards of Learning.

1.4 The intern helps develop plans for effective 4 3 2 1 NE

allocation of fiscal and other resources.

**Domain 2: Instructional leadership**

2.1 The intern communicates a clear vision of excellence 4 3 2 1 NE

and continuous improvement consistent with the goals of the school and the school division.

2.2 The intern supervises the alignment, coordination , 4 3 2 1 NE

and delivery of assigned programs and/or curricular areas.

2.3 The intern helps select, induct, support, evaluate, 4 3 2 1 NE

and retain quality instructional and support personnel.

2.4 The intern contributes to development of staff 4 3 2 1 NE

development programs consistent with program evaluation results and school instructional improvement programs.

2.5 The intern identifies, analyzes, and resolves problems 4 3 2 1 NE

using effective problem-solving techniques.

**Domain 3: Safety & organizational management for learning**

3.1 The intern maintains effective discipline and fosters 4 3 2 1 NE

a safe and positive environment for students and staff.

3.2 The intern effectively coordinates the daily operation 4 3 2 1 NE

of the assigned area of responsibility.

3.3 The intern effectively manages assigned human, 4 3 2 1 NE

material, and financial resources to ensure student learning and to comply with legal mandates.

3.4 The intern demonstrates effective organizational skills 4 3 2 1 NE

to help achieve school, community, and division goals.

exceeds meets approaching does not no

standard standard standard meet standard evidence

**Domain 4: Communication and community relations**

4.1 The intern promotes effective communication and 4 3 2 1 NE

interpersonal relations with students and staff.

4.2 The intern promotes effective communication and 4 3 2 1 NE

interpersonal relations with parents and other community members.

4.3 The intern works collaboratively with staff, families, 4 3 2 1 NE

and community members to secure resources and to support the success of a diverse student population.

**Domain 5: professionalism**

5.1 The intern models professional, moral, and ethical 4 3 2 1 NE

standards as well as personal integrity in all interactions.

5.2 The intern works in a collegial and collaborative 4 3 2 1 NE

manner with administrators, school personnel, and the community to help promote and support the mission and goals of the school and school division.

5.3 The intern takes responsibility for and participates 4 3 2 1 NE

in a meaningful and continuous process of professional development that results in the enhancement of student learning.

How did the intern contribute to creating an environment supportive of student learning?

How did the intern contribute to the professional growth of staff?

How did the intern contribute to parent/community communication and collaboration?

Additional comments:

Signature of Site Supervisor Date reviewed with intern

Signature of Intern