

## Administrative Mentor Selection Rubric

### 1. Professional Qualities and Characteristics

- Share experiences that you bring that will help you in the role as mentor of new administrators.
- Tell us about professional development and building level leadership that you have provided.
- Describe new methods or improvements you have designed that benefit your school, district, or colleagues
- Share an education topic you are passionate about
- Tell us how you have used reflection or reflective conversation skills in working with others
- Describe how you establish positive relationships in a culturally diverse setting

1	2	3	4
Respected administrator; informal mentor experience	Respected administrator; informal mentor experience; evidence of on-going job-related coursework; demonstrated professionalism	Respected administrator; peer coach; variety of administrative experiences; life-long learner; has high expectations, is open, flexible, reflective and professional	Respected, exemplary administrator; experience as an administrative supervisor; provided coursework for administrative continuing licensure; embraces life-long learning, demonstrates passion, and has high expectations initiative, openness and professionalism

Notes:
Strengths:
Challenges:

## 2. Effective Administrator Practices

- What is your understanding of effective leadership and instructional practices that lead to high levels of student engagement and achievement?
- Give examples of your experiences with non-regular education students (ELL, Title I, Special Ed) and how you respond to the unique needs of students, parents, and the community
- Describe how you have engaged staff and stakeholders in dialogue and decision making to develop improvement plans
- How do you create conditions for student growth?
- Give examples of your experience and understanding of teacher evaluation systems

1	2	3	4
Administrative practices don't reflect leadership skills; missing the connection between instructional leadership and student achievement; little experience in an administrative setting with a diverse student population; no experience with new teacher evaluation systems	Administrative practices reflect leadership skills; connects instructional leadership and student achievement; some experience in administrative setting with a diverse student population; some experience with new teacher evaluation system	Strong administrative practices reflect strong leadership skills; has led a school in an improvement plan that connects instructional leadership and student achievement; experience in an administrative setting with a diverse student population, experience with new teacher evaluation systems	Excellent administrative practices including ability to lead staff to create culturally responsive conditions for student growth that differentiate learning; demonstrated data-driven commitment to improving the academic achievement of all students; thoroughly understands and has experience with new teacher evaluation systems

Notes:

Strengths:

Challenges:

### 3. Effective Interpersonal Communication

- Describe your interpersonal and communication skills when working with students, staff, parents or diverse populations within the community
- Describe how you cultivate partnerships with families and community member
- Share with us how you use feedback to develop leadership skills in others
- How do you guide reflection on instructional and management practices that leads to professional growth?
- Share how you establish working relationship and interact successfully with diverse instructional, support and administrative staff
- Describe how you assist others in resolving conflicts

1	2	3	4
Communicates with students and staff; established working relationships; little experience handling conflicts	Effective communicator with some experience establishing connections between school and community; interacts with a variety of staff to lead and resolve struggles between staff and between students	Empathetic, effective communicator who builds collaborative relationships between students, staff, parents and the school community based on trust and acceptance; guides professional growth using reflection techniques; effectively resolves conflicts	Empathetic, exemplary communicator who cultivates collaborative relationships between students, staff, parents and the school community based on trust and acceptance of diverse opinions and needs; exemplary ability to guide professional growth using feedback based on reflection; effectively manages conflicts

Notes:
Strengths:
Challenges:

#### 4. Administrative Leadership

- Describe how you designed a presentation or professional development for administrators or colleagues and reflect on the results of the presentation or professional development
- Describe how you lead school improvement efforts using school-based or district-based data points
- How do you motivate staff to encourage continuous improvement in themselves and their students?
- Describe how you have used student demographics to hire diverse educators to better reflect the student community
- Share about a program you have designed to assist others in meeting organizational goals

1	2	3	4
Little experience providing professional development; little experience leading school improvement using data; little experience in motivating staff or structuring organizational goals; little understanding of how to diversify when hiring to match student demographics	Some experience planning and providing professional development; leads school improvement by encouraging staff and students to improve; designed organizational goals; understands the need to diversify school staff	Experience planning and providing professional development in their school setting; leads school improvement using school and district data points to motivate and encourage improvement; uses organizational goals to match the needs of the school community; matches student demographics when hiring	Experience planning and providing professional development outside their school setting to meet District or licensure goals; motivates and encourages staff to focus on continuous improvement based on data by setting short and long-term goals; connects organizational goals to improvement goals to satisfy the needs of a diverse staff based on student demographics

Notes:
Strengths:
Challenges:

## 5. Management/Organizational Skills

- How will you determine the needs of the administrators you mentor and then develop a plan to support those needs?
- Give an example of how you prioritized to meet the demands of your position while at the same time maintained the ability to respond to immediate needs or crises
- Describe how you plan, schedule and allocate resources

1	2	3	4
Little understanding of the requirements of an administrative mentor; little experience responding to crises or prioritizing for demands of the job; little experience managing fiscal resources	Understands the requirements of an administrative mentor; prior experience meeting the demands of an administrative role; responds to crises/needs; experience managing fiscal resources	Experience as a mentor/coach; experience developing a plan for coaching; able to prioritize demands but still able to respond to crises/needs; experience planning for and managing fiscal resources	Effectively determines needs and plans to support those needs; prioritizes to meet position demands while at the same time flexibly responds to immediate needs/crises; plans, schedules and allocates fiscal resources based needs of school community and improvement plans

Notes:

Strengths:

Challenges: