

**PROFESSIONAL RESPONSIBILITIES FORM – ADMINISTRATOR
(Component Four)**

Administrator _____ School _____
District _____ Date _____

Complete this form for the current school year and submit it to your evaluator no later than January 31. You may update this information later in the cycle. (If you are on a two-year cycle, this form is to be submitted by January 31 of the first year. It may be updated at any time during the cycle.)

Describe how you maintain professional relationships with staff and how you demonstrate sensitivity to diversity within the school and the community.

Explain how you work collaboratively with staff, faculty and community to establish a culture that encourages and welcomes families and community members. How do you encourage families and communities to engage in student learning?

Explain how you deal fairly and consistently with students and staff. Provide evidence of expression of your values, beliefs and attitudes that inspire all students and staff to higher levels of performance.

Provide evidence of the professional development activities in which you have engaged and how they align to your professional needs of the school or district.

Provide any additional information you wish to share with your evaluator.

_____ Date of Receipt
by Evaluator
_____ Evaluator Initials