



Final Assessment By Supervising On-site Mentor

Student Name: Andrew Arcello

On Site Mentor Name: Staci Vaughn

Date: 4/16/2018

Part I To be completed at the end of the student’s field based work/Internship. Please provide your candid evaluation of this student’s skill/knowledge level in each of the following areas. This evaluation is not confidential and this should be completed collaboratively or shared with the student after you complete it. *Please complete this form and submit electronically to the student intern. They will upload it as a file attachment to the Blackboard course site.*

1=Lacking in this area 2=Limited/minimal 3=Adequate/average 4=Above average 5=Exceptional N/A Not Applicable

Communication Skills Skill Level	1	2	3	4	5	N/A
1. Demonstrates oral communication skills required for the job					X	
2. Writes clearly and concisely				X		
3. Is willing to speak up, communicate information and ask for clarification					X	
4. Listens to feedback and acts to improve					X	

Problem Solving/Decision Making Skills	1	2	3	4	5	N/A
1. Analyzes situations and takes appropriate action					X	
2. Offers creative solutions to problems					X	
3. Collects and analyzes information to do a task and establish a course of action in a specific period of time					X	
4. Resolves problems in adequate time period					X	
5. Ability to perform under pressure and think on one’s feet					X	

Professional Skills	1	2	3	4	5	N/A
1. Produces high-quality, error free work					X	
2. Adopts new strategies when current approach is not effective					X	
3. Uses good judgment/establishes priorities					X	
4. Makes efficient use of time.					X	
5. Demonstrates/practices ethical behavior					X	
6. Arrives on time and maintains agreed hour					X	

Collaboration	1	2	3	4	5	N/A
1. Makes a positive impact on work team by establishing rapport and credibility					X	
2. Shares information/resources with others					X	
3. Assists/cooperates with co-workers					X	

4. Is willing to put in extra time and effort					X	
5. Assumes appropriate leadership role(s)					X	

Initiative	1	2	3	4	5	N/A
1. Seeks opportunities to learn					X	
2. Takes initiative to get a job done even if not specifically told to do so					X	
3. Acts decisively on critical issues				X		
4. Completes work despite obstacles/problems					X	
5. Sets and communicates goals and follows up with results					X	
6. Possesses a well reasoned educational philosophy, receptive about to new ideas and change					X	

Technical Skills	1	2	3	4	5	N/A
1. Has the technical skills required for the position					X	
2. Is willing to learn new skills and enhance existing technical skills					X	
3. Uses appropriate technology for tasks					X	
4. Uses technology to perform effectively					X	

Knowledge	1	2	3	4	5	N/A
1. Leadership principles					X	
2. School law				X		
3. School finance / Developing budgets				X		
4. School principles and procedures				X		
5. School safety and crisis management				X		
6. Supervision and evaluation				X		
7. Curriculum Development					X	
8. Facilities Management				X		

Part II

Please discuss whether this student successfully completed the Professional Standards for School Leaders (PSEL) learning objectives you discussed and whether your expectations were met or exceeded.

Mr. Arcello had set out to focus on the learning objective: effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student’s academic success and well-being. Throughout this semester Mr. Arcello focused on improving access and information to our students and our community in the area of the arts. Mr. Arcello added all the Crane School of Music events and created a live list of their activities, performances, and outings to the St. Lawrence County Music Educators Association website. This merger was discussed at the Music Teacher’s professional development day held in March. In addition, Mr. Arcello created a place where member schools of SLCMEA (all of St. Lawrence County) can submit events going on locally and districts can then post them on their websites. Mr. Arcello is currently working with our technology team and our website developer to add this information and link to our school website.

Mr. Arcello’s long term goal for the project is to engage families and the community in performing arts experiences. Mr. Arcello

has engaged our school community in artwork initiatives throughout his lessons, but also for our two concerts. Mr. Arcello made videos for students and has encouraged family practice and involvement in our Spring elementary musical "Go Fish" as part of a direct link for community engagement. This winter Mr. Arcello invited some of the Lisbon Central School middle-school students to perform with the community choir in Ogdensburg as an outreach experience.

Mr. Arcello is approachable, accessible, and welcoming to families and members of the community. As a veteran teacher, but new member of the Lisbon Central School District, Mr. Arcello has made a large impact on our entire student body and has revived our parents love for music and arts through showcasing our students. Mr. Arcello communicates very well with students, staff and the community and creates ways to share his work with families through google classroom and many interactive google docs.

I look forward to continuing to work with Mr. Arcello in the years to come to further increase our community involvement in the area of the arts. Mr. Arcello has discussed several ideas with me for next year to invite more parents and families in to school to learn about the music curriculum and enjoy the arts with their children.

Mr. Arcello has exceeded my expectations and has successfully met the Professional Standards for School Leaders learning objectives.

Part III

As an experienced professional, we value your insights into what is required to be successful on the job. **What would you recommend for this student to do following his/her internship to make him/her better prepared for Educational Leadership?** (i.e., courses, activities, programs)? Please be as specific as possible.

Areas for any professional entering administration that would be recommended would include a class or workshop on teacher evaluation. I have also found that a specific course in Mediation has been beneficial for use with both students and staff.

Part IV

Additional comments about the student or the internship process:

Mr. Arcello is an exceptional educator and member of our staff. He has been a breath of fresh air in our arts department and I am confident that he will make an excellent administrator. I am looking forward to continued collaboration with Mr. Arcello in working towards adding opportunities for our community within our district.