

PRINCIPAL'S EVALUATION

Name of Person Evaluated _____

Date of Evaluation _____

Evaluated by _____

Principal's
Signature _____ Date _____

Signature on this form signifies knowledge of its content, not necessarily agreement.

Superintendent's
Signature _____ Date _____

PERFORMANCE AREA 1:

The principal oversees a safe and orderly school.

AS EVIDENCED BY: MET _____ NOT MET _____

- Established and maintains a safe and orderly learning environment.
- Complies with all applicable state and federal laws and regulations.
- Implements board policies, rules and regulations.
- Contributes to the administrative team and completes assignments as directed by Superintendent.
- Has an active awareness of local, state, and national trends in education and legislature.

Comments: _____

PERFORMANCE AREA II:

The principal ensures student achievement for all students.

AS EVIDENCED BY: MET _____ NOT MET _____

- Collects and reports data on academic achievements by all student groups.
- Monitors the assessment of all students and designs appropriate remedies.
- Evaluates the effectiveness of teaching materials, activities, instructional strategies and provides guidance in utilization.
- Insures that all special population or distressed students have appropriate programs.

Comments: _____

PERFORMANCE AREA III:

The principal builds positive school /community relations.

AS EVIDENCED BY: MET _____ NOT MET _____

- Supports the mission of the school and district.
- Promotes positive relationships between all persons in the school community.
- Provides significant opportunities to support community relationships.
- Uses cocurricular activities to enhance community relations.
- Active member of the community.

Comments: _____

PERFORMANCE AREA IV:

The principal leads the school in developing constructive student/adult relations.

AS EVIDENCED BY: MET _____ NOT MET _____

- Cultivates staff behaviors that promote respect, responsibility, tolerance of diversity, and appreciation of the potential of each student.
- Establishes a school climate appropriate to age level learning.
- Helps students develop responsibility for their conduct.
- Provide current faculty and student handbooks that enhance communication.
- Establishes a proactive process for parents that ensure timely, open communication.

Comments: _____

PERFORMANCE AREA V:

The principal oversees effective and efficient staff performance.

AS EVIDENCED BY:

MET _____ NOT MET _____

- Regularly visits classrooms to observe the learning process.
- Works with staff to develop and recommend standards for student learning.
- Interacts effectively with building/district personnel.
- Recruits quality staff and provides mentoring for success.
- Supervises, evaluates and provides for improvement of instructional staff in accordance with policy and law.
- Plans inservice activities based on the needs of students and staff and ensures effectiveness.

Comments: _____

PERFORMANCE AREA VI:

The principal practices responsible fiscal, facility, and resource management.

AS EVIDENCED BY:

MET _____ NOT MET _____

- Operates assigned budgets within allocated resources.
- Maintains building records and property.
- Cooperates in scheduling building use.
- Maintains a current building inventory.

Comments: _____

PERFORMANCE AREA VII:

The principal models positive professional attributes.

AS EVIDENCED BY:

MET _____ **NOT MET** _____

- Engages in personal and professional growth activities.
- Uses written and spoken language well.
- Maintains adequate physical and emotional health.
- Makes quality administrative decisions consistently and in a timely fashion.
- Delegates supervision when appropriate.
- Handles administrative procedures in a timely manner.
- Accepts criticism or recognition gracefully.

Comments: _____

Secondary Responsibilities:

- Performs other duties as assigned by the Superintendent in accordance with the provisions of the USD 381 Board of Education.

EVALUATION SUMMARY:

IMPROVEMENT RECOMMENDATIONS:
