

SCHOOL DISTRICT OF GADSDEN COUNTY

ASSISTANT PRINCIPAL

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT

Category Definitions

1. Assist in the development, implementation and evaluation of the instructional program, including the use of technology.
2. Supervise curricular and extracurricular activities as assigned.
3. Provide recommendations to the Principal regarding curriculum improvement.
4. Supervise textbook and equipment selection, acquisition and inventory.
5. Assist the Principal in the administration of the summer school program.
6. Assist with coordinating student field trips.
7. Assist in developing the master schedule and assignment of students and staff.
8. Assist in the administration of the testing program.
9. Assist in gathering, analyzing, and interpreting data related to student performance.
10. Assist in coordinating the school's accreditation program.

Competencies: 3,5,6,7,8,12,13,15,19

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

ASSISTANT PRINCIPAL (continued)

2. PERSONNEL ACTION SERVICES

Category Definitions

- 11. Assist with the supervision of personnel, including orientation of new employees as assigned.
- 12. Assist the Principal in developing personnel assignments and duty rosters.
- 13. Assist in implementing and administering negotiated employee contracts.
- 14. Assist in the coordination of the school's inservice program.
- 15. Assist teachers in developing professional development plans and activities.
- 16. Assist in monitoring and assisting substitute teachers.

Competencies: 2,8,13,16

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

- | | | | | |
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| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. SCHOOL OPERATIONS / DELIVERY SYSTEMS

Category Definitions

- 17. Assist the Principal with the daily operation of the school.
- 18. Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- 19. Assist in the supervision of the maintenance and care of the physical plant.
- 20. Assist in developing and monitoring the school budget.
- 21. Assist in maintaining property inventories.
- 22. Assist in supervising school transportation services.
- 23. Assist in identifying maintenance or facility needs.
- 24. Use technology resources effectively.

Competencies: 1,4,10,13,15,17,18

Source Code (circle choices)

- | | | | | | |
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ASSISTANT PRINCIPAL (continued)

4. STUDENT SUPPORT SERVICES

Category Definitions

- 25. Assist in monitoring student attendance.
- 26. Assist in ensuring that the school’s discipline policy is consistently and fairly administered.
- 27. Assist with student supervision and discipline.
- 28. Assist in interpreting and implementing the Pupil Progression Plan.
- 29. Assist in developing, implementing and evaluating the school’s guidance program.
- 30. Confer with students, parents, and teachers to resolve problems and facilitate learning.
- 31. Assist in coordinating schedules for extracurricular activities.

Competencies: 2,8,9,10,13

Source Code (circle choices)

- | | | | | | |
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5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES

Category Definitions

- 32. Seek to improve skills and knowledge through participation in inservice and other professional development activities.
- 33. Model and maintain high standards of professional conduct.
- 34. Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- 35. Promote and support professional development for self and others.
- 36. Maintain visibility and accessibility.
- 37. Keep the Principal informed about potential problems, unusual events, or possible opportunities for school improvement.
- 38. Support goals and priorities of the District and school.

Competencies: 3,14

Source Code (circle choices)

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ASSISTANT PRINCIPAL (continued)

6. LEADERSHIP

Category Definitions

- 39. Provide leadership in developing and implementing goals and priorities of the District and school.
- 40. Assume duties and responsibilities of the Principal in his / her absence.
- 41. Assist in planning and implementing the school's public relations program.
- 42. Conduct faculty meetings when requested by the Principal.
- 43. Serve on advisory committees as requested by the Principal.
- 44. Support and attend community functions.
- 45. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 46. Set high standards of performance for self, others, and the school.
- 47. Perform other duties as assigned.

Competencies: 1,2,3,8,9,11,12

Source Code (circle choices)

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ASSISTANT PRINCIPAL (continued)

7. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

Ensure that student growth / achievement is continuous and appropriate school wide.

Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the District and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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|----------------|-------------------|-----------|----------------|-------------|

8. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.

The accurate and timely filing of all school reports.

The completion of required professional development services.

The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.

Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

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|----------------|-------------------|-----------|----------------|-------------|

ASSISTANT PRINCIPAL (continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ **Needs Improvement** _____ **Effective** _____ **Very Effective** _____ **Outstanding** _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date