

SCHOOL DISTRICT OF GADSDEN COUNTY

PRINCIPAL

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT

Category Definitions

1. Provide instructional leadership and supervision for student achievement.
2. Manage and administer the development, implementation, and assessment of the instructional program at the assigned school.
3. Use current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
4. Promote high student achievement.
5. Coordinate program planning with District instructional staff.
6. Manage the selection of textbooks, materials, and equipment.
7. Manage and administer the testing program for the school.
8. Align school initiatives with District, state, and school goals.
9. Establish and coordinate procedures for student, teacher, parent, and community evaluation of curriculum.
10. Direct the development of the master schedule and assign teachers according to identified needs.
11. Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school and its feeder system.
12. Facilitate, monitor, and coordinate the implementation of Exceptional Student Education programs and services.
13. Provide leadership in the effective use of technology in the classroom.
14. Supervise the establishment and maintenance of individual professional development plans for each instructional employee.

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

PRINCIPAL (Continued)

2. PERSONNEL ACTION SERVICES

Category Definitions

- 15. Interview and select qualified personnel to be recommended for employment.
- 16. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 17. Implement and administer negotiated employee contracts at the school site.
- 18. Assign and supervise school personnel to special projects for the enhancement of the school.
- 19. Establish job assignments for school-site administrators, teachers, and support personnel.
- 20. Develop and administer duty rosters for certificated and non-certificated staff as required.
- 21. Manage and administer personnel development through training, inservice and other developmental activities.
- 22. Provide training opportunities and feedback to personnel at the assigned school.

Competencies: 2,8,13,16

Source Code (circle choices)

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Rating Code (circle one)

- | | | | | |
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PRINCIPAL (Continued)

3. SCHOOL OPERATIONS / DELIVERY SYSTEMS

Category Definitions

23. Supervise the operation and management of all activities and functions at the assigned school.
24. Develop positive school / community relations and act as liaison between the school and community.
25. Access, analyze, interpret, and use data in decision-making.
26. Establish procedures for an accreditation program and monitor accreditation standards at the assigned school.
27. Coordinate school maintenance and facility needs and monitor progress toward meeting those needs.
28. Monitor the custodial program at the school to ensure a clean, healthy, and safe learning environment.
29. Supervise the orderly movement and safety of transportation services on school grounds.
30. Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
31. Establish and manage accurate student accounting and attendance procedures at the assigned school.
32. Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
33. Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
34. Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
35. Direct the establishment of adequate property inventory records and ensure the security of school property.
36. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
37. Supervise the preparation and maintenance of accurate and timely reports and records.

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

Source Code (circle choices)

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PRINCIPAL (Continued)

4. STUDENT SUPPORT SERVICES

Category Definitions

- 38. Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- 39. Facilitate a program of family and community involvement.
- 40. Supervise the school guidance program and services to ensure that individual student educational and developmental needs are met.
- 41. Establish procedures to be used in the event of school crisis and / or civil disobedience and provide leadership in the event of such happenings.
- 42. Coordinate the supervision of all extracurricular programs at the assigned school.
- 43. Manage and supervise the school’s athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
- 44. Maintain visibility and accessibility on the school campus.
- 45. Attend school-related activities and events.

Competencies: 2,8,9,10,13

Source Code (circle choices)

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PRINCIPAL (Continued)

5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES

Category Definitions

- 46. Participate in county-wide management meetings and other meetings and activities appropriate for professional development.
- 47. Communicate effectively, both orally and in writing, with parents, students, teachers, and the community.
- 48. Model effective listening and positive interaction skills.
- 49. Maintain and model high standards of professional conduct.
- 50. Serve as a member of the Superintendent's District-Wide Leadership Team.
- 51. Set high goals and standards for self, others, and organization.
- 52. Keep abreast of trends and changes in educational programs and procedures.
- 53. Participate in developing the District strategic plan, District school calendar, staffing plan, and manpower plan. Manage and administer school functions relating to these items.
- 54. Perform other duties as assigned.

Competencies: 3,14

Source Code (circle choices)

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PRINCIPAL (Continued)

6. LEADERSHIP

Category Definitions

- 55. Provide leadership in the school improvement process and the implementation of the School Improvement Plan.
- 56. Establish a vision and mission for the school in collaboration with key stakeholders.
- 57. Exercise proactive leadership in promoting the vision and mission of the District.
- 58. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 59. Access District and community resources to meet school needs.
- 60. Anticipate problems and difficult situations and plan appropriately to handle them.
- 61. Act quickly to stop possible breaches of safety, ineffective procedures, or interference with operations.
- 62. Provide recognition and celebration for staff, student, and school accomplishments.
- 63. Build teams to accomplish plans, goals, and priorities.
- 64. Promote and market the school and its priorities.

Competencies: 1,2,3,8,9,11,12,16

Source Code (circle choices)

- | | | | | | |
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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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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