

**EVALUATION FORM
PRINCIPAL/TEACHING PRINCIPAL**

Name of Principal/Teaching Principal: _____

Evaluation Period From: _____ To: _____

School District: _____ Building: _____

Commendable
Very Good
Satisfactory
Needs Improvement
Unsatisfactory
Unable to Judge

BOARD RELATIONS

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Works with the Superintendent or his/her designee to keep the board informed on important current issues and needs of the school(s). | 5 | 4 | 3 | 2 | 1 | X |
| 2. Works with the Superintendent or his/her designee to provide adequate information to the board on the operation of the school(s). | 5 | 4 | 3 | 2 | 1 | X |
| 3. Interprets and executes the intent of the Board policies and administrative regulations under the direction of the Superintendent or his/her designee. | 5 | 4 | 3 | 2 | 1 | X |
| 4. Has a harmonious working relationship with the Board. | 5 | 4 | 3 | 2 | 1 | X |

COMMUNITY -- PUBLIC RELATIONS

- | | | | | | | |
|---|---|---|---|---|---|---|
| 5. Considers problems and opinions of groups and individuals within the community. | 5 | 4 | 3 | 2 | 1 | X |
| 6. Clearly conveys the philosophy and objectives of the school to the public and the media. | 5 | 4 | 3 | 2 | 1 | X |
| 7. Maintains a cooperative relationship with the news media. | 5 | 4 | 3 | 2 | 1 | X |

8. Is available to meet with parents, community members, and school groups.	5	4	3	2	1	X
9. Works effectively with parents, community members, and school groups.	5	4	3	2	1	X
10. Utilizes outside resources including State Department of Education as needed.	5	4	3	2	1	X
11. Gains the respect and support of the community on the conduct of school operations.	5	4	3	2	1	X
12. Resists pressure from partisan groups to take actions not in the best interests of children or the school(s).	5	4	3	2	1	X

RELATIONSHIP WITH SUPERINTENDENT

13. Communicates effectively with the Superintendent and his/her designee on school issues and programs.	5	4	3	2	1	X
14. Communicates goals and objectives of the school to the Superintendent and his/her designee.	5	4	3	2	1	X
15. Interprets and executes directives of the Superintendent and his/her designee.	5	4	3	2	1	X
16. Completes reports in a timely fashion.	5	4	3	2	1	X
17. Offers professional advice to the Superintendent and his/her designee on items requiring action.	5	4	3	2	1	X
18. Promptly relays the recommendations and concerns of students, staff, board, and community to the Superintendent.	5	4	3	2	1	X
19. Provides adequate information to enable the Superintendent to make decisions.	5	4	3	2	1	X
20. Has a harmonious working relationship with central office administrators.	5	4	3	2	1	X
21. Accepts constructive criticism.	5	4	3	2	1	X
22. Feels free to maintain his/her opinion on matters under consideration until an official decision has been reached after which time he/she carries out the decision of the Superintendent.	5	4	3	2	1	X

23. Modifies, where appropriate, proposals and recommendations in light of the Superintendent's suggestions.	5	4	3	2	1	X
--	---	---	---	---	---	---

EDUCATIONAL LEADERSHIP

24. Develops, executes, and monitors school instructional programs.	5	4	3	2	1	X
---	---	---	---	---	---	---

25. Exhibits competence in planning, organization, and follow-through.	5	4	3	2	1	X
--	---	---	---	---	---	---

26. Organizes and executes a planned program of curriculum development.	5	4	3	2	1	X
---	---	---	---	---	---	---

27. Organizes a planned program of curriculum evaluation and improvement.	5	4	3	2	1	X
---	---	---	---	---	---	---

28. Encourages staff participation in curriculum development, evaluation, and improvement.	5	4	3	2	1	X
--	---	---	---	---	---	---

29. Requires school programs to reflect sound educational practices.	5	4	3	2	1	X
--	---	---	---	---	---	---

30. Is knowledgeable and up-to-date in curriculum and instructional trends and developments.	5	4	3	2	1	X
--	---	---	---	---	---	---

31. Works to improve the school and recommends appropriate changes within the organization to meet new or changing needs.	5	4	3	2	1	X
---	---	---	---	---	---	---

32. Implements the District's philosophy and objectives effectively.	5	4	3	2	1	X
--	---	---	---	---	---	---

RELATIONSHIP WITH STUDENTS

33. Communicates the mission of the school to the student body.	5	4	3	2	1	X
---	---	---	---	---	---	---

34. Communicates with students in a clear manner.	5	4	3	2	1	X
---	---	---	---	---	---	---

35. Consistently and fairly applies the school and district discipline policies.	5	4	3	2	1	X
--	---	---	---	---	---	---

36. Maintains a cooperative relationship with students.	5	4	3	2	1	X
---	---	---	---	---	---	---

37. Is available to meet with students.	5	4	3	2	1	X
---	---	---	---	---	---	---

38. Utilizes problem solving strategies in working with students.	5	4	3	2	1	X
39. Provides appropriate opportunities for student input in the decision making process.	5	4	3	2	1	X

BUSINESS, FISCAL, AND FACILITIES MANAGEMENT

40. Prepares the annual budget with care and accuracy.	5	4	3	2	1	X
41. Provides an opportunity for staff input in the budget process.	5	4	3	2	1	X
42. Develops effective budget management and reporting procedures.	5	4	3	2	1	X
43. Insures that financial resources are utilized appropriately and cost effectively.	5	4	3	2	1	X
44. Maintains effective working relationship with Superintendent and his/her designee in development of budget.	5	4	3	2	1	X
45. Assists the Superintendent to interpret the proposed budget to the school board and community.	5	4	3	2	1	X
46. Oversees the maintenance of a clean and safe physical plant and works to develop short and long range building maintenance proposals.	5	4	3	2	1	X
47. Makes efficient and economical use of the school facility.	5	4	3	2	1	X

RELATIONSHIP WITH PROFESSIONAL AND SUPPORT STAFF

48. Treats all personnel fairly, without favoritism or discrimination, while insisting on high performance levels.	5	4	3	2	1	X
49. Encourages staff participation in planning and development of school programs.	5	4	3	2	1	X
50. Develops and executes sound personnel policies and procedures.	5	4	3	2	1	X
51. Organizes and executes a planned program of staff evaluation and professional growth.	5	4	3	2	1	X
52. Demonstrates an ability to work well with school groups, committees and individual staff members.	5	4	3	2	1	X

53. Works to develop and maintain high faculty morale.	5	4	3	2	1	X
54. Encourages open communications within the school.	5	4	3	2	1	X
55. Manages the Collective Bargaining Agreement appropriately and maintains an effective working relationship with bargaining unit representatives.	5	4	3	2	1	X

PERSONAL QUALITIES

56. Maintains high standard of ethics, honesty, and integrity in all personal and professional matters.	5	4	3	2	1	X
57. Is respected in the community and schools.	5	4	3	2	1	X
58. Handles crisis and other difficult issues with decorum.	5	4	3	2	1	X
59. Maintains standards of professional dress and appearance.	5	4	3	2	1	X
60. Devotes the appropriate time, energy, and commitment to accomplish the responsibilities of the position.	5	4	3	2	1	X
61. Speaks well in front of large and small groups including expression of ideas in logical and forthright manner.	5	4	3	2	1	X
62. Writes effectively, communications are clear and concise.	5	4	3	2	1	X
63. Maintains professional development by reading course work, workshop, and conference attendance, work on professional committees, and participates in professional organizations.	5	4	3	2	1	X

SUMMARY

64. The overall assessment of the performance.	5	4	3	2	1	X
--	---	---	---	---	---	---

SPECIFIC RECOMMENDATIONS/COMMENDATIONS:

COMMENTS BY PRINCIPAL/TEACHING PRINCIPAL:

Signature - Principal/Teaching Principal

Signature - Evaluator

Date

Date

(The signature of the Principal/Teaching Principal does not signify agreement or disagreement with the contents of this evaluation, but only that he/she has seen it.)