

**ASSISTANT PRINCIPAL  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Instructional Management**

- \_\_\_\_ 1. Participates in development and evaluation of educational programs.
- \_\_\_\_ 2. Encourages and supports development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- \_\_\_\_ 3 Promotes the use of technology in teaching/learning process.
- \_\_\_\_ 4. Ensures that all appropriate committees are effectively in place and are utilized (ARD, LPAC, Grade Level Placement, etc.).
- \_\_\_\_ 5. Ensures the effective development and implementation of the campus improvement plan by appropriately utilizing the PDM Team, campus staff, and central office staff.
- \_\_\_\_ 6. Ensures that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.
- \_\_\_\_ 7. Ensures that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**School/Organizational Climate**

- \_\_\_\_ 8. Promotes a positive, caring climate for learning.
- \_\_\_\_ 9. Deals sensitively and fairly with persons from diverse cultural backgrounds.
- \_\_\_\_ 10. Communicates effectively with students and staff.
- \_\_\_\_ 11. Ensures the quick resolution of conflicts.
- \_\_\_\_ 12. Establishes effective systems for communication and ensures that the communication loop is intact (newsletters; faculty meetings; department/grade level meetings; etc).

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**School/Organizational Improvement**

- \_\_\_\_ 13. Participates in development of campus improvement plans with staff, parents, and community members.
- \_\_\_\_ 14. Helps principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
- \_\_\_\_ 15. Assists with building a common vision for school improvement.
- \_\_\_\_ 16. Develops and effectively utilizes a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Personnel Management**

- \_\_\_\_ 17. Assists with school mentor program and coaches both new teachers and struggling teachers.
- \_\_\_\_ 18. Assists principal in interviewing, selecting, and orienting new teachers.
- \_\_\_\_ 19. Defines expectations for staff performance with regard to instructional strategies, tests, and classroom management.
- \_\_\_\_ 20. Works with campus Planning Decision Making committee to plan professional development activities.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Administration and Fiscal/Facilities Management**

- \_\_\_\_ 21. Supervises operations in principal’s absence.
- \_\_\_\_ 22. Helps plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- \_\_\_\_ 23. Supervises reporting and monitoring of student attendance and works with attendance clerk on follow-up investigations.
- \_\_\_\_ 24. Works with department heads and faculty to compile annual budget requests based on documented program needs.
- \_\_\_\_ 25. Requisitions supplies, textbooks, and equipment; checks inventory; maintains records; and verifies receipts for materials.
- \_\_\_\_ 26. Conducts safety inspections and safety-drill practice activities.
- \_\_\_\_ 27. Coordinates transportation, custodial, cafeteria, and other support services.
- \_\_\_\_ 28. Complies with federal and state laws, State Board of Education rule, and board policy.
- \_\_\_\_ 29. Disseminates and maintains accurate textbook records.
- \_\_\_\_ 30. Adheres to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Student Management**

- \_\_\_\_ 31. Ensures that students are adequately supervised during non-instructional periods.
- \_\_\_\_ 32. Helps to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
- \_\_\_\_ 33. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable.
- \_\_\_\_ 34. Conducts conferences on student and school issues with parents, students, and teachers.
- \_\_\_\_ 35. Provides staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
- \_\_\_\_ 36. Maintains and submits discipline records as required by the district and state.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Professional Growth and Development**

- \_\_\_\_ 37. Participates in professional development to improve skills related to job assignment.
- \_\_\_\_ 38. Establishes annual goals for professional growth and development. In order to accomplish stated goals, incorporates district training and other resources such as various professional association, Education Service Centers, etc.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**School/Community Relations**

- \_\_\_\_ 39. Articulates the school’s mission to community and solicits its support in realizing mission.
- \_\_\_\_ 40. Demonstrates awareness of school-community needs and initiates activities to meet those needs.
- \_\_\_\_ 41. Uses appropriate and effective techniques to encourage community and parent involvement.
- \_\_\_\_ 42. Performs other duties as assigned by the Principal.
- \_\_\_\_ 43. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Head Start and Pre-K Responsibilities**

- \_\_\_\_ 44. Implements policies and procedures of the Head Start program to ensure program compliance and grant requirements.
- \_\_\_\_ 45. Maintains various records, schedules, files (payroll and financial) for the purposes of documenting and providing reliable information for grant applications.
- \_\_\_\_ 46. Works with teachers to develop and support their individual development plan including Practice Based Coaching in Head Start and related fields.
- \_\_\_\_ 47. Monitors and manages the maintenance and safety of facilities and availability of supplies.
- \_\_\_\_ 48. Attends parent meetings, Policy Council, and board of directors meetings as needed and requested.
- \_\_\_\_ 49. Monitors and works closely with Family Service Coordinator on Family Engagement Curriculum Plan including School Readiness parent trainings, community engagement and Fatherhood Program.
- \_\_\_\_ 50. Makes administrative decisions in the absence of the Center Director as necessary and available.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

---

---

---

Summative Conference Comments:

---

---

---

---

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date