

**MANAGEMENT ASSISTANT TO CAMPUS 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. Participated in daily educational programs.
- _____ 2. Encouraged and supported innovative instructional programs, helped teachers pilot such efforts when appropriate.
- _____ 3. Promoted the use of technology in teaching/learning process.
- _____ 4. Ensured that all appropriate committees were effectively scheduled and were utilized (ARD, LPAC, Grade Level Placement, etc).

COMMENTS: _____

School/Organizational Climate

- _____ 5. Promoted a positive, caring climate for learning.
- _____ 6. Dealt sensitively and fairly with persons from diverse cultural backgrounds.
- _____ 7. Communicated effectively with students and staff.
- _____ 8. Ensured the quick resolution of conflicts.
- _____ 9. Established effective systems for communication and ensured that the communication loop is intact (newsletters; faculty meetings; 504's, random drug testing, EOC testing, department/grade level meetings; etc).

COMMENTS: _____

School/Organizational Improvement

- _____ 10. Participated in development of campus improvement plans with staff, parents, and community members.
- _____ 11. Assisted with building a common vision for school improvement.
- _____ 12. Developed and effectively utilized a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

COMMENTS: _____

Administration and Fiscal/Facilities Management

- _____ 13. Helped plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- _____ 14. Supervised reporting and monitoring of student attendance and worked with attendance clerk on follow-up investigations.
- _____ 15. Requisitioned supplies, textbooks, and equipment; checked inventory; maintained records; and verified receipts for materials.
- _____ 16. Conducted safety inspections and safety-drill practice activities.
- _____ 17. Coordinated transportation, custodial, cafeteria, and other support services for daily operations.
- _____ 18. Complied with federal and state laws, State Board of Education rule, and board policy.
- _____ 19. Disseminated and maintained accurate textbook records.
- _____ 20. Adhered to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc.).

COMMENTS: _____

Student Management

- _____ 21. Ensured that students are adequately supervised during non-instructional periods.
- _____ 22. Helped to develop a student discipline management system that resulted in positive student behavior in accordance with Student Code of Conduct and student handbook.
- _____ 23. Ensured that school rules were uniformly observed and that student discipline is appropriate and equitable.
- _____ 24. Scheduled conferences on student and school issues with parents, students, and teachers.

COMMENTS: _____

Professional Growth and Development

- _____ 25. Participated in professional development to improve skills related to job assignment.
- _____ 26. Established annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

COMMENTS: _____

School/Community Relations

- _____ 27. Articulated the school's mission to community and solicited its support in realizing mission.
- _____ 28. Demonstrated awareness of school-community needs and initiated activities to meet those needs.
- _____ 29. Used appropriate and effective techniques to encourage community and parent involvement.
- _____ 30. Performed other duties as assigned by the Principal.
- _____ 31. Maintained confidentiality of information.

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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