

**PRINCIPAL INTERN
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. Encourages and supports development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- _____ 2. Participates in program evaluation measures and makes suggestions where improvement is needed.
- _____ 3. Reinforces expectations for staff performance with regard to instructional strategies and classroom management.
- _____ 4. Fosters collegiality and team building among staff members. Encourages their active involvement in the decision-making process.
- _____ 5. Supports the common vision for school improvement with staff. Assists with planning activities and implementing programs to ensure the attainment of the school's mission.
- _____ 6. Assists principal in establishing campus performance objectives based on relevant student data.

COMMENTS: _____

School/Organizational Improvement

- _____ 7. Participates in development of campus improvement plans with staff, parents, and community members.
- _____ 8. Helps principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

COMMENTS: _____

Personnel Management

- _____ 9. Assists with mentoring, coaching and supporting new and struggling teachers.
- _____ 10. Assists principal in defining expectations and monitoring staff performance.

COMMENTS: _____

Student Management

- _____ 11. Ensures that students are adequately supervised during non-instructional periods.
- _____ 12. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable.
- _____ 13. Conducts conferences on student and school issues with parents, students, and teachers when appropriate.

COMMENTS: _____

Professional Growth and Development

- _____ 14. Participates in professional development to improve skills related to job assignment.
- _____ 15. Completes any pending Principal Residency Grant (PRG) requirements.

COMMENTS: _____

School/Community Relations

- _____ 16. Articulates the school's mission to community and solicit its support in realizing mission.
- _____ 17. Demonstrates awareness of school-community needs and initiate activities to meet those needs.
- _____ 18. Uses appropriate and effective techniques to encourage community and parent involvement.
- _____ 19. Performs other duties as assigned by the principal.
- _____ 20. Maintains confidentiality of information.

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