

**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