

**PRINCIPAL
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Evaluator _____

Appraisal Period: From _____ to _____

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. Monitors instructional and managerial processes to ensure that program activities are related to program outcomes and uses findings to take corrective actions.
- ____2. Regularly consults the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Includes students and community representatives when appropriate.
- ____3. Assesses individual and group needs of students based upon available and continuous data, and ensures that instructional need are made for special population students and

all students.

- ____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.

COMMENTS:

School or Organization Morale

- ____7. Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.
- ____8. Fosters collegiality and team building among staff members. Encourages their active involvement in decision-making process.
- ____9. Provides for two-way communication with superintendent, staff, students, parents, and community.
- ____10. Communicates and promotes expectations for high-level performance to staff and students. Recognizes excellence and achievement.
- ____11. Ensures the effective and 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 or Organization Improvement

- ____13. Builds common vision for school improvement with staff. Directs planning activities and puts programs in place with staff to ensure attainment of school's mission.
- ____14. Identifies, analyzes, and applies research findings (e.g., effective school correlates) to promote school improvement.
- ____15. Develops and sets annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.

- ____16. Develops, maintains, and uses information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.
Develops and effectively utilizes a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.
- ____17.

COMMENTS:

Personnel Management

- ____18. Interviews, selects, and orients new staff. Approves all personnel assigned to campus.
- ____19. Defines expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- ____20. Observes employee performance, records observations, and conducts evaluation conferences with staff.
- ____21. Assigns and promotes campus personnel.
- ____22. Makes recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus.
- ____23. Works with campus Planning Decision Making committee to plan professional development activities.
- ____24. Confers with subordinates regarding their professional growth. Works with them to develop and accomplish improvement goals.

COMMENTS:

Management of Fiscal, Administrative, and Facilities Functions

- ____25. Complies with district policies and state and federal laws and regulations affecting the schools.
- ____26. Develops campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keeps programs within budget limits. Maintains fiscal control. Accurately reports fiscal information.
- ____27. Compiles, maintains, and files all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.

- ____28. Manages use of school facilities. Supervises maintenance of facilities to ensure a clean, orderly, and safe campus.
- ____29. Adheres to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

COMMENTS:

Student Management

- ____30. Works with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- ____31. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
- ____32. Conducts conferences about student and school issues with parents, students, and teachers.
- ____33. Provides staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
- ____34. Maintains and submits discipline records as required by the district and state.

COMMENTS:

Professional Growth and Development

- ____35. Develops professional skills appropriate to job assignment.
- ____36. Demonstrates professional, ethical, and responsible behavior. Serves as a role model for all campus staff.
- ____37. 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 or Community Relations

- ____38. Articulates the school’s mission to the community and solicits its support in realizing the mission.
- ____39. Demonstrates awareness of school and community needs and initiates activities to meet those needs.
- ____40. Uses appropriate and effective techniques to encourage community and parent involvement.

COMMENTS:

Other

- ____41. Performs other duties assigned by the superintendent.
- ____42. Maintains confidentiality of information.
- ____43. Completes the Commissioner-Recommended Student Performance I Worksheet
- ____44. Collaborates with appraiser to complete the Commissioner-Recommended Student Performance Domain Summary
- ____45, Collaborates with appraiser to complete the Commissioner-Recommended Student Performance Domain Analysis of Indicators for Goal Setting and Intervention Plan, if required

COMMENTS:

Supervisory Responsibilities

- ____46. Supervises and evaluates the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

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's Signature

Date

Employee's Signature

Date