

**HIGH SCHOOL VICE PRINCIPAL
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee'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. Assists the principal in monitoring instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- _____ 3. Assists in assessing individual and group needs of students based upon available and continuous data, and ensures that instructional needs are made for special population students and all students.
- _____ 4. Oversees the campus Pathways in Technology Early College High School (P-TECH) program. Serves as instructional leader in development and improvement of the program
- _____ 5. Serves as the campus LEA representative in all appropriate committees as assigned (ARD, 504, Grade Level Placement, etc).
- _____ 6. Assists the principal in the development of the campus master schedule, ensuring the coordination and cooperation with other connected campuses. (Del Rio Freshman, Early College High School, Blended Academy, Career Technical Education Center, Student Guidance and Learning Center)
- _____ 7. Assists the principal in overseeing the monitoring of the counseling department initiatives and priorities as assigned by the district or campus leadership, including but not limited to monitoring counselor time trackers, student class schedule, CCMR tracking, student transcript reviews, verifying the review of student GPAs, verifying the review of student accommodations for state assessments, and ensuring Advanced Placement testing registration.
- _____ 8. Assists the principal in overseeing the counseling department's mental health, Child Protective Services, and social-emotional cases, and coordinates communication with outside agencies.
- _____ 9. Serves as the Campus Testing Coordinator to facilitate and coordinates campus state STAAR/EOC testing.

COMMENTS: _____

School/Organizational Climate

- _____ 10. Promotes a positive, caring climate for learning.
- _____ 11. Deals sensitively and fairly with persons from diverse cultural backgrounds.
- _____ 12. Communicates effectively with parents, students, and staff.
- _____ 13. Ensures the effective and quick resolution of conflicts.
- _____ 14. Assists in establishing effective systems for communication and ensure that the communication loop is intact (newsletters; faculty meetings; department/grade level meetings; etc)

COMMENTS: _____

School/Organizational Improvement

- _____ 15. Assists principal in developing, maintaining, and using information systems and records to track progress on campus performance objectives and academic excellence indicators.
- _____ 16. Assists in building a common vision for school improvement with staff.
- _____ 17. Assists in directing planning activities and putting programs in place with staff to ensure attainment of the school's mission.
- _____ 18. Assists in developing and effectively utilizing a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

COMMENTS: _____

Personnel Management

- _____ 19. Assists with school mentor program and coaches both new teachers and struggling teachers.
- _____ 20. Confers with subordinates regarding their professional growth. Works with them to develop and accomplish improvement goals.
- _____ 21. Assists principal in interviewing, selecting, and orienting new teachers.
- _____ 22. Assists in defining expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- _____ 23. Observe employee performance, record observations, and conduct evaluation conferences with staff.
- _____ 24. Works with the campus principal and the Planning Decision-Making Committee to plan professional development activities.

COMMENTS: _____

Administration and Fiscal/Facilities Management

- _____ 25. Supervises operations in principal's absence.
- _____ 26. Assists the principal in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.

- _____ 27. Assists the principal in the development of campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keeps programs within budget limits. Maintain fiscal control and accurately report fiscal information.
- _____ 28. Complies with district policies and state and federal laws and regulations affecting the school system.
- _____ 29. Adheres to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

COMMENTS: _____

Student Management

- _____ 30. Ensures that students are adequately supervised during non-instructional periods.
- _____ 31. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and the student handbook.
- _____ 32. Conducts conferences on student and school issues with parents, students, and teachers when appropriate.
- _____ 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. Participates in professional development to improve skills related 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, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

COMMENTS: _____

School/Community Relations

- _____ 38. Articulates the school's mission to community and solicits its support in realizing mission.
- _____ 39. Demonstrates awareness of school-community needs and initiates activities to meet those needs.
- _____ 40. Uses appropriate and effective techniques to encourage community and parent involvement.
- _____ 41. Performs other duties as assigned by the principal.
- _____ 42. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- _____ 43. Assists the principal in supervising and evaluating the performance of staff assigned to the campus, including teacher(s), counselor(s), and clerical staff.
- _____ 44. Assists the principal in overseeing and evaluating the counseling department staff and initiatives.

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