

PERFORMANCE APPRAISAL INSTRUMENT
Assistant Principal
Summative Data Analysis

Assistant Principal's Name: _____

School: _____

Date: _____

Outstanding 2	Effective 1	Not Effective 0
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I. EFFECTIVE INSTRUCTIONAL LEADERSHIP

A. Assists in the development of or supports the existing mission of the school. Accepts and promotes the principal's vision and expectations for the school.
Comments: _____

B. Assists or directs the assessment process of student performance. Is aware of the testing results and impact on future instruction. Is able to help teachers use data to make instructional decisions.
Comments: _____

C. Develops a strong knowledge base of accepted administrative practices. Is able to recognize effective instructional practices.
Comments: _____

D. Promotes the SCS expectation for improved teaching through effective planning, best practices and creative scheduling.
Comments: _____

E. Holds teachers accountable for having high expectations and making students reach their full potential.
Comments: _____

F. Supervises and observes teachers. Assists in the evaluation of teacher performance and monitors professional growth plans.
Comments: _____

G. Contributes to the ongoing professional development for the staff.
Comments: _____

II. EFFECTIVE ORGANIZATIONAL LEADERSHIP

- A. Assumes an active role in organizing the school for teaching and learning.
Comments: _____

- B. Communicates effectively both in speaking and writing.
Comments: _____

- C. Supports and promotes a positive school climate.
Comments: _____

- D. Contributes to the maintenance of a safe environment.
Comments: _____

- E. Makes sound decisions within the scope of his/her authority.
Comments: _____

III. EFFECTIVE ADMINISTRATION AND MANAGEMENT

- A. Assists in the selection, supervision, and evaluation of school personnel.
Comments: _____

- B. Has a working knowledge of and adheres to School Board policy, Administrative Regulations, and the law.
Comments: _____

- C. Has developed and appropriately applies a general knowledge of financial rules and procedures.
Comments: _____

- D. Effectively serves as first administrative contact for various auxiliary programs.
Comments: _____

- E. Earns the respect and trust of parents, teachers, and students by making consistent, appropriate disciplinary decisions.
Comments: _____

IV. PROMOTION OF EQUITY AND APPRECIATION OF DIVERSITY

A. Just or impartial when working with students and staff.

Comments:

B. Appreciates the value of diversity and is sensitive to cultural differences.

Comments:

V. EFFECTIVE RELATIONSHIPS WITH THE COMMUNITY

A. Assists in the assessment of school community needs and joins with parents and other key community members in offering input to the principal.

Comments:

B. Promotes and supports school community partnership.

Comments:

VI. FULFILLMENT OF CAREER-RELATED PROFESSIONAL GROWTH

A. Actively self-assesses areas of strengths and needs for improvement in collaboration with the principal.

Comments:

B. Grows professionally each year with the aid of a growth plan.

Comments:

C. Exhibits leadership skills and characteristics reflective of the principalship.

Comments:

D. Actively seeks new assignments and a variety of experiences.

Comments:

LEVELS OF PERFORMANCE

OUTSTANDING - Performance exceeds expectations. Awarded to those assistant principals who have made significant, easily documented accomplishments; performance so clearly outstanding as to be obvious to all. Performed all job functions with an exceptional degree of professionalism and accountability. Employee's day-to-day performance is "excellent." Rating must be supported with specifics.

EFFECTIVE - Performance meets all expectations. Performance is completely satisfactory and sufficient in every respect; is fully competent as a professional educator.

NOT EFFECTIVE - Unacceptable performance. Results not yet completely meeting requirements of all objectives. Results fall somewhat below expected levels of accomplishment; areas needing improvement must be addressed through the development of a measurable action plan. Appropriate training and support should be provided

SUMMARY EVALUATION

Comments:

Areas of Growth:

ASSISTANT PRINCIPAL EVALUATOR: _____
(Signature/Date)

ASSISTANT PRINCIPAL: _____
(Signature/Date)

Original to: Human Resources
Copies to: Human Resources Personnel File
Employee
Principal