

Administrator Performance Evaluation

Name: _____ Year: _____

Scoring Scale : 5 = Always 4 = Frequently 3 = Sometimes 2 = Rarely 1 = Never

1. Personnel Evaluation _____ Average
 - 1.1 Classified personnel
 - 1.1.1 Observe and evaluate designated classified personnel
 - 1.2 Certified Personnel _____
 - 1.2.1 Observe and evaluate certified personnel
2. Effective Communication/Problem Solving/Conflict Resolution _____ Average
 - 2.1 Staff _____
 - 2.1.1 Maintain open lines of communication
 - 2.1.2 Address issues in a systematic and timely manner
 - 2.2 District _____
 - 2.2.1 Maintain open lines of communication
 - 2.2.2 Address issues in a systematic and timely manner
 - 2.3 Students _____
 - 2.3.1 Provide and disseminate information necessary for the health and safety of students
 - 2.3.2 Ensure student's awareness of proper emergency procedures within the building
 - 2.3.3 Report any information involving suspected danger to the health and safety of students
 - 2.3.4 Recognize student problems and suggest appropriate alternatives
 - 2.4 Parents/Community _____
 - 2.4.1 Monitor effective communication regarding student progress to parents/guardians
 - 2.4.2 Provide parents/guardians with timely information
 - 2.4.3 Establish a building accountability committee that includes parent representatives
 - 2.4.4 Inform the parents/community of the formation and achievement of building goals
 - 2.4.5 Participate, as appropriate, in school related functions
 - 2.5 Other Members of the Educational Community _____

- 2.5.1 Access resource personnel and resources to meet student needs
- 2.5.2 Share effective education practices
- 2.6 Community Support Agencies _____
 - 2.6.1 Access community personnel and resources to support student needs
- 3. School/Learning Environment _____ Average
 - 3.1 Staff/Student Relationships _____
 - 3.1.1 Establish clear expectation for student behavior
 - 3.1.2 Reinforce acceptable behavior
 - 3.1.3 Approach student needs and feeling in a consistent manner
 - 3.1.4 Communicate appropriate expectations of student learning that provide opportunities for student success
 - 3.1.5 Encourage students to show respect for themselves and others
 - 3.1.6 Provide opportunities for students to participate in classroom/school leadership roles
- 4. Instructional and Curricular Leadership _____ Average
 - 4.1 Maintain Effective Curriculum Programs _____
 - 4.1.1 Monitor the implementation of curricular programs through the observation and supervision of certified personnel
 - 4.1.2 Promote and support effective instructional practice
 - 4.2 Promote and Facilitate Staff Development _____
 - 4.2.1 Encourage participation in staff development activities and/or continuing education courses
 - 4.2.2 Use available resources to provide appropriate staff development opportunities
 - 4.3 Promote and Facilitate School Improvement _____
 - 4.3.1 Facilitate school improvement accountability committee
 - 4.3.2 Provide for the establishment and implementation of measurable school improvement goals
- 5. Resource Allocation/Management _____ Average
 - 5.1 Human Resources _____
 - 5.1.1 Assess certified and classified personnel building needs within the building
 - 5.1.2 Interview qualified applicants
 - 5.1.3 Make necessary recommendations to the Faculty Committee for employment
 - 5.2 Fiscal Resources _____
 - 5.2.1 Administer building funds according to TPCA and governmental regulations
 - 5.3 Facility Management _____
 - 5.3.1 Provide procedure to determine long-term capital outlay improvement needs
 - 5.3.2 Coordinate the efforts toward proper care and maintenance of facility and grounds
 - 5.3.3 Schedule use of facility to insure appropriate use of space

- 5.3.4 Recognize hazardous situations and act upon them
- 5.4 Supervision of Extracurricular Activities _____
 - 5.4.1 Develop a procedure for the supervision of extracurricular activities
 - 5.4.2 Implement and maintain the procedure of the supervision of extracurricular activities
- 6. Profession Responsibilities _____ Average
 - 6.1 Profession Growth Opportunities _____
 - 6.1.1 Participate in staff development activities and/or continuing education courses
 - 6.1.2 Remain current in professional area(s) and methods
 - 6.1.3 Use self-evaluation to improve administrative skills and work effectiveness
 - 6.1.4 Accept construct advice and direct it toward improvement
 - 6.2 Adhere to the Code of Ethics of the teaching profession of the State of Colorado _____
 - 6.3 Recognize Problems and Actively Contribute to their Resolution _____
 - 6.3.1 Offer assistance to resolving problems within the school environment
 - 6.3.2 Assist staff in modifying school procedures and resolving issues
- 7. TPCA Objectives _____ Average
 - 7.1 Collaborate with others to fulfill responsibilities related to building goals and priorities
 - 7.1.1 Initiate and/or support ideas that contribute to the excellence of building programs
 - 7.1.2 Participate in cooperative planning with colleagues
 - 7.1.3 Subscribe to school goals and take proactive roles to achieve them
 - 7.1.4 Promote staff and parent/guardian interest in school activities
 - 7.1.5 Work harmoniously with colleagues
 - 7.1.6 Provide information in a manner conducive to reaction/feedback
 - 7.1.7 Support/endorse TPCA Mission Statement
- 8. General _____ Average
 - 8.1 Accept and fulfill assigned contractual responsibilities and duties in a prompt and efficient manner _____
 - 8.2 Follow Board of Directors policies and established building producers _____
 - 8.2.1 Perform all other duties as assigned by the Board of Directors