

BEAL CITY PUBLIC SCHOOLS

ADMINISTRATOR EVALUATION:

Name: _____

Position: _____

Number of Years with District: _____

Instructions; Using the rating scale below, circle your rating of the administrator's performance for each of the expectations listed below. Then comment, if necessary, in the space below each expectation.

- Rating Scale: 1 – Not meeting district's expectations
2 – Working towards district's expectations-(Needs Improvement)
3 – Meeting district's expectations
4 – Exceeding district's expectations

MAJOR DUTIES AS SPECIFIED IN JOB DESCRIPTION

- | | | | | |
|--|---|---|---|---|
| Helps develop and supervise the total Educational program. | 1 | 2 | 3 | 4 |
| Demonstrates skill in hiring of new staff members, and works with all staff to ensure maximum opportunity for success | 1 | 2 | 3 | 4 |
| Effectively helps develop and manage the budget as assigned to the department. | 1 | 2 | 3 | 4 |
| Advocates school improvement/reform and encourages staff to be innovative in the delivery of quality education. Leads productive staff meetings to ensure that lines of communications are open. | 1 | 2 | 3 | 4 |
| Is an effective evaluator of instruction and / or department and able to make objective decisions regarding the retention or dismissal of personnel. | 1 | 2 | 3 | 4 |
| Effectively manages an efficient, clean, and organized office and has a useable record-keeping system. | 1 | 2 | 3 | 4 |
| Demonstrates care and concern for the well-being of all students and staff | 1 | 2 | 3 | 4 |
| Develops a fair and consistent system for student and staff discipline. | 1 | 2 | 3 | 4 |
| Establishes positive public relations within and outside the school. Encourages staff to do the same. | 1 | 2 | 3 | 4 |
| Has clear, quality goals for themselves and the School and/ or department | 1 | 2 | 3 | 4 |

PERSONAL AND PROFESSIONAL QUALITITES

Defends principle and conviction in the face of pressure and partisan influence.	1	2	3	4
Maintains high personal and professional standards of ethics, honesty and integrity.	1	2	3	4
Earns respect and standing among professional colleagues.	1	2	3	4
Devotes time and energy effectively to the position.	1	2	3	4
Is a team player and contributor.	1	2	3	4
Exercises good judgment and the democratic processes in arriving at decisions.	1	2	3	4
Possesses and maintains the health and energy necessary to meet responsibilities of the position.	1	2	3	4
Is professionally attired and well groomed.	1	2	3	4
Demonstrates effective command of language (written and oral) in dealing with staff, board members and the public.	1	2	3	4
Speaks well in front of large and small groups. Expresses ideas in a logical and forthright manner.	1	2	3	4
Maintains professional knowledge and development by reading professional material, membership in a professional organization, conference attendance, professional committee work, visiting other schools, course work and / or meetings with other administrators.	1	2	3	4
Demonstrates loyalty to the organization and to colleagues.	1	2	3	4
Is progressive in his or her thinking and effectively plans for organizational improvement.	1	2	3	4
Is a positive emissary for the district within the community.	1	2	3	4

Other Comments:

On attached sheet(s)

- (1) Strengths / Accomplishments
- (2) Areas for Growth or Improvement
- (3) Professional Growth for Next School Year

I verify that this appraisal is accurate, to the best of my judgment, and reflects my true professional opinion of the administrative performance of the herein-named principal.

Superintendent's Signature

Date

I acknowledge that I have been informed of the contents of this evaluation.

Administrator's Signature

Date

I exercise my right to respond in writing to the appraisal of my administrative performance.

Administrator's Signature

Date

STRENGTHS / ACCOMPLISHMENTS

AREAS OF GROWTH AND IMPROVEMENT

PROFESSIONAL GROWTH FOR NEXT YEAR

CLOSING