

Southern Lyon County USD No. 252

BUILDING PRINCIPAL APPRAISAL

**Neosho Rapids Elementary
Neosho Rapids Junior High/Hartford High School
Olpe Elementary
Olpe Jr/Sr High School**

Committee Members:

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Revised 02-11-08

ADMINISTRATIVE APPRAISAL REPORT

NAME _____ POSITION _____

SCHOOL _____ DATE _____ YEARS IN SYSTEM _____

APPRAISER _____

I. Purpose

- A. To improve supervision and administration
 - 1. By self-appraisal
 - 2. By superintendent appraisal
 - 3. By administrator-superintendent conference

II. Method

- A. Self-appraisal
 - 1. Not required to be done in written form
- B. Superintendent appraisal
 - 1. As often as deemed necessary, but not less than once a year.
- C. Administrator-Superintendent Conference
 - 1. The final appraisal sheet is discussed during this conference.

III. Disposition

- A. The original copy of the superintendent appraisal is filed in the superintendent's office.
- B. Duplicate copy of the superintendent appraisal is given to the administrator.

PERSONAL	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Good personal appearance. Well groomed and appropriately dressed.			
2. Maintains good attendance.			
3. Reacts well under pressure. Demonstrates a mature manner in difficult and unforeseen situations.			
4. Uses initiative. Displays the ability to originate and plan.			
5. Reliable. Is punctual, completes duties promptly and accurately.			
6. Is enthusiastic, enjoys and displays interest in assignment.			
7. Has a pleasing voice, well-modulated, and easily understood.			
8. Has a sense of humor. Can see humor in a situation, can appreciate a joke even at his/her own expense.			
9. Expresses ideas well. Demonstrates ability to present ideas in a clear and appropriate manner.			
10. Has poise. Demonstrates ease and dignity of manner. Demonstrates self-confidence and commands respect from others.			
11. Uses sound judgment. Knows and does the right thing at the right time.			
12. Displays sensitivity to people. Genuine interest in others. Is friendly.			
13. Is tactful. Understands that all individuals have feelings and presents criticisms constructively. Avoids sarcasm.			
14. Is persistent. Carries out tasks in spite of obstacles and discouragement.			
15. Has courage. Stands by his/her fundamental beliefs. Admits when he/she has made a mistake.			
PROFESSIONAL QUALITIES	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Is ethical. Information related in confidence is kept confidential. Informs individual if he/she must deviate from this policy. Resolves difference discreetly.			
2. Shows professional growth. Attends all administrative meetings sponsored by associations. Demonstrates the desire to keep abreast of modern methods.			
3. Shows professional attitude. Supports and participates in professional organizations. Accepts personal responsibility for compliance with administrative policies and procedures. Responds favorably to suggestions for improvements. Strives to improve in administrative performance.			
4. Displays democratic leadership. Involves personnel in establishing policy that affects them. Instills respect for differing opinions and beliefs. Is decisive and effective in carrying out established policies.			
5. Demonstrates understanding of child growth and development.			
6. Demonstrates the ability to make decisions using professional judgment, knowing when to use collaboration and when to seek input. Problems are confronted and resolved in a timely manner.			
7. Models professional attributes. He/She is a positive role model for students, staff, and community.			

ADMINISTRATOR – STAFF RELATIONSHIP	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Is cooperative. Works together for a common cause.			
2. Supports teachers, and other members of the staff, in their relations with pupils, parents and the general public. Realizes that there are two sides to each story.			
3. Aids in the establishment and maintenance of good staff morale. Ability to lead rather than drive. Compliments good work.			
4. Encourages staff to improve. Is honest in evaluating staff. Offers suggestions for improvement. Realizes change can be threatening and works to educate stake holders of value.			
5. Provides opportunities for teachers and staff to participate in policy formation whenever possible. Seeks suggestions.			
6. Establishes and keeps lines of two-way communications. Listens to differences of opinion. Open door policy. Can articulate a thoughtful plan for implementing change.			
7. Plans with non-certified personnel to expedite school programs. Communicates change with follow up.			
ADMINISTRATOR – COMMUNITY RELATIONSHIP	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Provides leadership in parent-teacher activities.			
2. Maintains a cooperative relationship between home and school. Recognizes value of and uses of face-to-face conferences with parents when advisable. Is sensitive to and considers the feelings and opinions of teachers, staff, parents, and pupils.			
3. Leads in the constructive interpretation of school programs to the community.			
BUILDING ORGANIZATION AND MANAGEMENT PROGRAM	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Orients teachers regarding policies and procedures, schedules, materials, supplies, and specialized personnel.			
2. Provides for the orientation of pupils regarding policies and procedures, personnel and their duties and schedules.			
3. Provides for the orientation of parents regarding policies and procedures.			
4. Assigns staff for effective use of personnel.			
5. Demonstrates ability to coordinate activities effectively.			
6. Conserves teacher time in obtaining supplies.			
7. Recognizes and maintains working relationships among the various departments within the school program.			
8. Provides for keeping cumulative records up to date and readily accessible.			
9. Makes provisions for a well organized opening and closing of school. Communicates frequently with appropriate staff (licensed and classified).			

BUILDING ORGANIZATION AND MANAGEMENT PROGRAM CONTINUED	Exceeds Expectations	Meets Expectations	Needs Improvement
10. Initiates and maintains good disciplinary practices which result in orderly conduct in halls and on the school grounds.			
11. Manages budget effectively. Monitors expenditures and follows procedures within activity accounts.			
12. Provides leadership in the development of a positive, productive and safe school climate.			

PHYSICAL PLANT	Exceeds Expectations	Meets Expectations	Needs Improvement
Building:			
1. Exercises vigilance for safety.			
2. Strives to make the appearance orderly and attractive.			
3. Shows obvious concern for comfort and convenience of occupants. (light, heat, plumbing, and ventilation)			
4. Provides for flexible and efficient use.			
Grounds:			
1. Exercises vigilance for safety.			
2. Strives to make the appearance attractive. (including equipment)			
3. Provides for flexible and efficient use.			

SUPERVISORY SKILLS	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Supervises the delivery of instruction in order to ensure that teachers apply best practice to maximize student academic achievement.			
2. Has knowledge of scope and sequence of curricular experiences at each level in each subject matter area in his/her school and utilizes it to improve instruction.			
3. Helps teachers through classroom visits and follow-up.			
4. Organizes faculty meetings that are helpful to teachers.			
5. Uses conferences with staff members to promote effective growth. Suggest specific developmental activities to assist others in professional growth.			
6. Provides leadership in evaluation and improvement of the school program through the testing program, committee work, use of consultants, and other resources.			
7. Appropriately integrates technology into all aspects of leadership, including communication, learning and teaching.			
8. Understands group dynamics and implements collaborative decision making, conflict resolution techniques, group processing skills, and builds teams within the school community.			

APPRAISAL/COMMENTS:

ADMINISTRATOR EVALUATION CONFERENCE

Date of Conference: _____ Name of Administrator: _____

Attendance Center: _____ Name of Principal: _____

Person Attending Conference: _____

Items of Discussion:

- 1) Self Evaluation
- 2) Evaluation Document

Summary of Conference:

Decisions, Recommendations, Responsibilities:

- 1)
- 2)
- 3)
- 4)

My signature on this instrument indicates only that a conference was held and the evaluation discussed. It does not indicate agreement; even though, I may have suggested certain items listed on the evaluation instrument.

Principal's Signature

Superintendent's Signature