

**Dalhart ISD Evaluation Document for
Assistant Principal
For Year _____**

Name: _____

Date of Review: _____

Supervisor completing document: _____

Directions

Please review appropriate information and then rate each of the following performance responsibilities using the rating scale below that most clearly describes the campus at that function level.

<u>Rating Scale</u>	<u>Explanation</u>
E Exceptional	Performance exceeds expectations
P Proficient	Performance meets expectations
N Needs Improvement	Performance does not meet expectations

Performance Responsibilities

I. SCHOOL CLIMATE

1. Communicates effectively with students, staff, parents, and community; projects a positive image that enhances the school's mission.
2. Has a clear sense of the school's mission; actively supports the lead of the principal in involving the staff in planning and decision-making in order to accomplish that mission.
3. Supports an environment which is conducive to positive staff morale and directed towards achievement of the school's mission.
4. Supports efforts of parent, faculty, and student groups in advancing educational and related activities and objectives.
5. Fosters collegiality and team-building among staff; encouraging their active involvement in decision making.

Comments:

Goal:

II. SCHOOL IMPROVEMENT

6. Helps build a common vision with staff for school improvement; directs planning activities and assists with implementation.
7. Identifies, analyzes, and applies research findings to facilitate school improvement.

Comments:

Goal:

III. INSTRUCTIONAL MANAGEMENT

8. Systematically and continuously monitors instructional and managerial processes to ensure that program activities are related to program outcomes; uses these findings for

- corrective action and improvement, as well as for recognition of success.
9. Ensures that curriculum renewal is continuous and responsive to student needs.
 10. Collaborates with the teacher in implementing appropriate strategies for effective teaching and classroom management.
 11. Works with staff to provide instructional resources and materials in order to accomplish instructional goals.

Comments:

Goal:

IV. PERSONNEL MANAGEMENT

12. Uses the Midway PDAS appropriately and ensures that evaluations clearly and accurately represent staff performance.
13. Uses developmental supervision effectively and comprehensively with all staff by systematically observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.
14. Provides leadership in the overall scope of effective teacher/student relationships.

Comments:

Goal:

V. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

15. Complies with district policies, as well as state and federal laws and regulations, in pursuing the mission of the school.
16. Collaborates in the scheduling of activities and the use of resources needed to accomplish determined goals.
17. Assists with the monitoring of the use, care and replacement of capital equipment.
18. Manages all school facilities effectively; efficiently supervises their maintenance to ensure clean, orderly, and safe buildings and grounds.

Comments:

Goal:

VI. STUDENT MANAGEMENT

19. Works with faculty and encourages student input to develop a student management system that results in positive student behavior and enhances school climate.
20. Ensures that school rules are uniformly observed and that consequences of misconduct are applied equitably to all students.
21. Effectively conducts conferences with parents, students, and teachers concerning school and student issues, conveying both the positive aspects of student behavior as well as problem areas.

Comments:

Goal:

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VII. PROFESSIONAL GROWTH AND DEVELOPMENT

- 22. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards; complies with TEA code of ethics.
- 23. Uses information provided through assessment instruments, the district appraisal process, and evaluative feedback from line supervisors to improve performance.
- 24. Strives to improve leadership skills through self-initiated professional development activities (e.g. undertaking, professional reading, attending conferences, participating in training programs).

<u>Comments:</u>
<u>Goal:</u>

VIII. SCHOOL/COMMUNITY RELATIONS

- 25. Articulates the school's mission to the community and solicits their support in making that mission become a reality.
- 26. Emphasizes and nurtures the two-way communication between the school and community.
- 27. Demonstrates the use of appropriate and effective techniques for community and parent involvement.

<u>Comments:</u>
<u>Goal:</u>

Priorities for following year:

Commendations:

Recommendations:

Part 2: General Job Performance Responsibilities

I. School Climate

Appraiser's Rating:

II. School Improvement

Appraiser's Rating:

III. Instructional Management

Appraiser's Rating:

IV. Personnel Management

Appraiser's Rating:

V. Administration and Fiscal/Facilities Management

Appraiser's Rating:

VI. Student Management

Appraiser's Rating:

VII. Professional Growth and Development

Appraiser's Rating:

VIII. School/Community Relations

Appraiser's Rating:

Summary Comments:

Administrator's Signature

Date

Supervisor's Signature

Date