

ADMINISTRATOR APPRAISAL INSTRUMENT

Administrator _____

Evaluator _____

PART I

APPRAISAL OF ATTAINMENT OF GOALS AND OBJECTIVES

PERFORMANCE OBJECTIVES COMMENTS	LEVELS TO WHICH TARGETS WERE MET	GENERAL

APPENDIX "B" PART II

**Needs
Improvement Satisfactory Strong**

5. Student Relationships
The Administrator demonstrates:

- a. an understanding of the social, emotional and intellectual characteristics of students
- b. an ability to relate to students individually and in functional groups
- c. behaviors which promote:
 - 1) respect for the individual
 - 2) respect for due process
 - 3) opportunities for students to accept responsibilities for their own actions

6. Contribution to Management Team
The Administrator demonstrates:

- a. the ability to work with others in the achievement of the goals of the management team
- b. an effective working relationship with administrators of support services (i.e., Director of Transportation, Director of Student Services, Director of Special Education, Assistant Superintendent, etc.)

7. Other Accomplishments
(as listed by Administrator)

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APPENDIX "B" PART II

**Needs
Improvement Satisfactory Strong**

3. Leadership and Staff Relations
The Administrator demonstrates:

- a. practices which promote self study and growth on the part of the staff individually and collectively
- b. effective decision-making and problem-solving practices
- c. commitment to the highest professional standards in the performance of all aspects of his/her position
- d. that he/she keeps abreast of new knowledge and practices related to his/her area of responsibility.

4. Community Relations
The Administrator demonstrates:

- a. use of community resources
- b. effective public relations
- c. effective relationships with parents, parent-citizen organizations, and other community groups.
- d. active programs for involving the community in all aspects of the school program

APPENDIX "B" PART II

Needs
Improvement Satisfactory Strong

1. **Educational Planning**

The Administrator demonstrates:

- a. knowledge of the teaching - learning process
- b. use of effective planning techniques
- c. that educational needs have been identified and related goals and priorities are established on a yearly basis
- d. that plans in the areas of budget, staff utilization and development, curriculum, and instruction facilitate the established goals

2. **Organizational and Control**

The Administrator demonstrates:

- a. appropriate business procedures and administration of budgets
- b. effective, efficient utilization and maintenance of physical facilities
- c. effective utilization and supervision of personnel and programs toward the achievement of goals, priorities, and policies of the operational unit and the school district
- d. appropriate organizational and management of instructional personnel

APPENDIX "B" PART III

SUMMARY OF OVERALL PERFORMANCE

I. Evaluator's Summary Comments:

II. Suggested List of Priority for Consideration for Following Year:

III. Summary Comments and Recommendations by Superintendent:

IV. Comments of Person Being Evaluated:

Date

Signature of Administrator

Date

Signature of Evaluator