

**Independent School District 495
Grand Meadow
Principal's Performance Evaluation**

ADMINISTRATION

Principal Evaluation Form

I. EVALUATION PLAN

The following process is for the evaluation of the District Principal.

1. Review and completion of Performance Evaluation instrument by the Superintendent.
2. Review of progress on the principal's annual goals and assistance to the board in attaining the district's goals.
3. The Superintendent will meet with the Principal to review the Performance Evaluation. Such discussion may include the identification of strengths, and areas for improvement.
4. The Principal will meet with board members and the Superintendent in closed session to review the Performance Evaluation.
5. The Board will consider contract renewal and take official board action in open session.
6. The board's negotiations committee will negotiate a contract with the Principal.
7. The Board will vote on the revised contract.

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II. PERFORMANCE OBJECTIVES

Levels of Performance Rating Designations

N/A	Not Applicable
1	Does Not Meet Expectations
2	Needs Improvement
3	Meets Expectations most of the time
4	Meets Expectations
5	Exceeds Expectations

Rating A. EDUCATIONAL LEADERSHIP

- _____ 1. Administers all activities of the school system according to policy as developed by the Board of Education. Recommends a course of action to the Superintendent in all matters affecting the operation and welfare of the school district. Attends and participates in all meetings of the Board of Education, including special sessions, except when the employment/salary of the Principal is under discussion.

- _____ 2. Participates in the establishment of the School Improvement Plan and/or educational goals of the district both annually and over a long-range period. (Including, but not limited to: areas of curriculum and instruction, school configuration, school facility requirements and fiscal requirements.)

- _____ 3. Assists the Superintendent in conducting a continuous evaluation of the development and needs of the school system, utilizing input from the staff, students, and community as appropriate.

- _____ 4. Upon approval by the Superintendent, attends state conferences pertaining to the Principal's duties.

- _____ 5. Promotes an educational philosophy that emphasizes students.

- _____ 6. Administers the total educational program and provides leadership in the development, improvement, implementation, evaluation and results of the district's K-12 curriculum. Maintains a general knowledge of educational trends through professional development.

- _____ 7. Supervises directly and/or through delegation, the recruitment, selection, assignment, evaluation, and professional growth opportunities for all certified personnel. Interprets and clarifies personnel policies to certified staff.

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- _____ 8. Assists the Superintendent with the district's compliance and reporting requirements with all State Department of Education rules, accreditation standards, state and federal statutes.

- _____ 9. Utilizes the consortium to maximize efficiencies and reduce district costs, while maintaining a high standard of education for the students and continued staff development.

Comments:

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Rating B. STAFF RELATIONS

- _____ 1. Recommends the number and type of positions needed for the effective operation of the schools.

- _____ 2. Strives to create open and honest relations among staff members.

- _____ 3. Deals with personnel matters in a forthright, objective, and professional manner.

Comments:

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Rating C. PUBLIC RELATIONS

_____ 1. Assumes the responsibility of maintaining good human relationships among students, teachers, administrators, board members, parents, and the general public.

_____ 2. Assists the Superintendent in providing leadership in the development and execution of a sound school-community relations program that effectively communicates the needs and successes of the district.

_____ 3. Maintains accessibility and visibility in the community.

_____ 4. Is knowledgeable of and sensitive to the community's demographics.

Comments:

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Rating D. WORKING RELATIONSHIP WITH THE SUPERINTENDENT

_____ 1. Keeps the Superintendent informed on the programs and conditions of the school.

_____ 2. Attends and participates in all meetings of the board as required.

_____ 3. Develops the necessary rules and regulations to effectively carry out board policy, takes care of all other administrative duties not specifically covered in board policy.

Comments:

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Rating E. FINANCIAL DIRECTION

- _____ 1. Keeps the Superintendent and Business Manager informed on requirements pertaining fiscal planning, development, interpretation and management of the budget. Keeps the Superintendent informed on requirements necessary to sustain learning objectives.

Comments:

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Rating F. MANAGEMENT OF FACILITIES, GROUNDS AND EQUIPMENT

_____ 1. Provides updates to the Superintendent on all aspects of property maintenance and requirements to meet the needs of the district.

_____ 2. Participates in the preparation of all plans and specifications including a District Master Plan for the purpose of modification and/or construction of facilities.

Comments:

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Rating G. PERSONAL QUALITIES

- _____ 1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.

- _____ 2. Demonstrates the ability to work well with individuals and groups.

- _____ 3. Is cordial, patient, personable, and sensitive to human needs.

- _____ 4. Possesses and maintains the health and energy necessary to meet the responsibility of his position.

- _____ 5. Expresses ideas in a logical, forthright, and professional manner.

- _____ 6. Maintains professional development by reading, course work, conference attendance, participation on professional committees, visiting other districts, and meeting other principals.

Comments:

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III. SUPERINTENDENT SUMMARY

Comments:

Superintendent Signature

Principal Signature

Date

Date

Independent School District 2886
Glenville-Emmons