



Administrator Appraisal
Elementary Assistant Principal

Name: _____ Appraiser: _____

General and job specific indicators have been listed for each domain regarding this position. The supervisor may write in additional job specific or personal indicators on the final page of the instrument. Each domain will be rated according to the following scale:

- Meets or Exceeds - Performance meets or exceeds expectations = 3
In Progress - Growth is evident = 2
Below Expectations - Performance does not meet expectations = 1
Not Applicable - Performance is not expected = N/A

I. Instructional Management Rating: 3 2 1 N/A

The Principal:

- 1. Monitors and appraises the instructional program of all grade levels.
2. Assists in the coordination of special instructional activities.
3. Organizes instructional technology resources.

Comments:

II. School/Organizational Climate Rating: 3 2 1 N/A

- 1. Establishes and maintains an environment which is conducive to positive staff moral and directed toward achievement of the school's mission.
2. Provides recognition of excellence and achievement for students and staff.
3. Develops with the staff a discipline policy in nature.
4. Shares in the responsibility for the discipline, safety, and welfare of students.

Comments:

III. School/Organizational Improvement Rating: 3 2 1 N/A

- 1. Assists the principal and the staff in writing school-wide goals and objectives.
2. Participates in faculty meetings and staff development opportunities.
3. Assist in the dissemination and implementation of the campus action plan.
4. Monitors timelines for completion of school objectives.

Comments:

IV. Personnel Management Rating: 3 2 1 N/A

- 1. Encourages personal and professional growth and leadership among the staff.
2. Completes teacher appraisal in accordance with T-TESS.

Comments:

V. Administrative and Fiscal/Facilities

Management: Rating: 3 2 1 N/A

- 1. Supervises the operation of the school in the absence of the principal.
- 2. Supports district policies, as well as state and federal laws and regulations in pursuing the mission of the school.
- 3. Assists in determining needs, preparation and implementation of the campus schedule and budget.
- 4. Provides instructional resources and materials.

Comments:

VI. Student Management

Rating: 3 2 1 N/A

- 1. Assists in the development and implementation of the campus discipline management plan.
- 2. Confers with students, parents, and teachers concerning school and student issues.
- 3. Provides continuity of leadership in emergency procedures.

Comments:

VII. Professional Growth and Development

Rating: 3 2 1 N/A

- 1. Strives to improve instructional leadership skills through professional development activities.
- 2. Conducts oneself in a professional, ethical manner.
- 3. Disseminates ideas and information to other professionals.
- 4. Complies with all district policies and regulations, as well as all state and federal laws and regulations.
- 5. Seeks, shares and respects the ideas of others.
- 6. Is appropriately dressed and well-groomed.

Comments:

VIII. School/Community Relations

Rating: 3 2 1 N/A

- 1. Communicates with PTA, parents, and community to promote public relations.
- 2. Projects a positive image and displays loyalty in communicating the school's mission.
- 3. Facilitates activities that involve rapport between school and community.

Comments:

Administrator (Principal) Signature

Assistant Principal Signature

Date

Date