

SAMPLE CITY/COUNTY SCHOOL SYSTEM

CENTRAL JUNIOR HIGH SCHOOL

PERFORMANCE APPRAISAL INSTRUMENT
ASSISTANT PRINCIPAL

NAME: Mr. Joe Smith

SS#: ____-__-____

DATE: November 10, 2007

SCHOOL YEAR: 2007/2008

INSTRUCTIONS:

1. The evaluator is to rate the Assistant Principal on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The Assistant Principal is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the Assistant Principal must discuss the results of the appraisal and any recommended action pertinent to it.
5. The Assistant Principal and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the Assistant Principal's personnel folder.

RATING SCALE

- | | | |
|-------------------|------------------------|----------------|
| 1. Unsatisfactory | 2. Below Standard | 3. At Standard |
| 4. Above Standard | 5. Well Above Standard | 6. Superior |

MAJOR FUNCTIONS:

A. PRE-CLASS ORGANIZATION

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Helps implement student orientation and registration programs.

COMMENTS:

B. PLANNING THE SCHOOL PROGRAM

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Assists in the development of goals and objectives for the school.
2. Provides direction to staff in establishing instructional goals and objectives.
3. Contributes to the planning of the instructional program.

COMMENTS:

C. IMPLEMENTING THE SCHOOL PROGRAM

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Provides direction to staff in implementing instructional goals and objectives.
2. Interacts with staff members to assist in their development.
3. Conducts staff meetings to keep members informed.

COMMENTS:

D. EVALUATING AND REMEDIATING THE SCHOOL PROGRAM

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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1. Assists in the evaluation of the instructional program.
2. Assists in the evaluation process of staff members.
3. Initiates improvements in needed areas.

COMMENTS:

E. INVOLVING THE STAFF IN BUDGET ALLOCATIONS

1 2 3 4 5 6

					X
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1. Involves the staff in setting priorities concerning expenditures for supplies.

COMMENTS:

F. KEEPING PROFESSIONALLY COMPETENT

1 2 3 4 5 6

					X
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1. Upgrades own professional knowledge and skills (through reading, workshops, training sessions, conferences, courses, etc.)

COMMENTS:

G. COORDINATING BUDGETS AND SCHEDULES

1 2 3 4 5 6

				X	
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1. Assists in the preparation and management of school budgets.
2. Assists in the development and coordination of school schedules.
3. Assists in the implementation and coordination of the school's co-curricular program.

COMMENTS:

H. HANDLING DISCIPLINARY PROCEDURES 1 2 3 4 5 6

1. Defines and disseminates information pertaining to classification, promotion, retention, suspension, and expulsion policies, procedures, and criteria.
2. Implements clearly-defined disciplinary procedures that have been communicated to parents, students, staff, and community.

COMMENTS:

I. COORDINATING AND COMMUNICATING THE SCHOOL'S FORMAL STRUCTURE

 1 2 3 4 5 6

1. Communicates and carries out the policies established by the school, local board of education, State Board of Education, N.C. School Law, and federal law as it relates to schools.
2. Delegates responsibility as authorized, and accepts the responsibility for the completion of the assigned tasks.
3. Communicates the school program, goals and objectives, and policies to the community.

COMMENTS:

J. COORDINATING SCHOOL SERVICES AND RESOURCES

 1 2 3 4 5 6

1. Assists in supervising and maintaining auxiliary services (i.e., transportation, cafeteria, maintenance, custodial).
2. Uses community resources to supplement the school program.

COMMENTS:

K. FACILITATING ORGANIZATIONAL EFFICIENCY

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Promotes and maintains open communications among staff members.
2. Promotes and maintains a positive student attitude.
3. Respects the dignity and worth of students, staff, and parents.
4. Complies with established lines of authority.

COMMENTS:

L. ASSISTING IN RECORD KEEPING

1 2 3 4 5 6

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Assists in completion of records (i.e., reports, inventories, requisitions).
2. Assists in the supervision of the requisition, inventory and distribution of supplies, textbooks, equipment, and materials necessary for the operation of the school.

COMMENTS:

S U M M A R Y C O M M E N T S

Evaluator's Summary Comments:

Line one of summary comments.

Assistant Principal's Reaction to Evaluation:

Signed _____	____/____/____
Assistant Principal	Date
Signed _____	____/____/____
Evaluator	Date

Signature indicates that the written evaluation has been seen and discussed.

Levels of Performance

6. SUPERIOR

Performance within this function area is consistently outstanding. Practices are demonstrated at the highest level of performance. Assistant Principal continuously seeks to expand scope of competencies and constantly undertakes additional, appropriate responsibilities.

5. WELL ABOVE STANDARD

Performance within this function area is frequently outstanding. Some practices are demonstrated at the highest level while others are at a consistently high level. Assistant Principal frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

4. ABOVE STANDARD

Performance within this function area is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. Assistant Principal sometimes seeks to expand scope of competencies and performs additional responsibilities as assigned.

3. AT STANDARD

Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. Assistant Principal maintains an adequate scope of competencies, and performs additional responsibilities as assigned.

2. BELOW STANDARD

Performance within this function area is sometimes inadequate/unacceptable and needs improvement. Assistant Principal requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

1. UNSATISFACTORY

Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. Assistant Principal requires close and frequent supervision in the performance of all responsibilities.