

SCHOOL PRINCIPAL'S PERFORMANCE APPRAISAL INSTRUMENT

BANNER COUNTY SCHOOL DISTRICT NO. 1

HARRISBURG, NEBRASKA

NAME: _____ POSITION: K-12 Principal

DATE: _____ SCHOOL: Banner County School

Instructions

Each school administrator, regardless of assignment, must recognize that there are many qualifications and characteristics, which must be exhibited if success is to be achieved in the performance of his/her professional responsibilities as educational leader.

An enumeration and appraisal of the more significant responsibilities and qualities are included within this appraisal instrument. The responsibilities being appraised shall be those as listed in the job description, as established for that particular administrative position. The evaluator shall clearly indicate whether or not the administrator is performing the listed responsibilities in an acceptable fashion by a "1", "2", or "3" in relation to acceptability.

SCHOOL PRINCIPAL

Major Duties as Specified in the Job Description

1 = Needs Improvement

2 = Meets District Expectations

3 = Exceeds District Expectations

- _____ 1. Develops and supervises the total instruction program.
(Comments)
- _____ 2. Demonstrates skill in the interviewing and hiring of new staff members. Works with all staff to ensure maximum opportunity for success.
(Comments)
- _____ 3. Effectively develops and manages the budget as assigned to the building(s).
(Comments)
- _____ 4. Advocates school improvement/reform and encourages staff to be innovative in their delivery of education.
(Comments)
- _____ 5. Is an effective evaluator of instruction and able to make objective decisions regarding the retention or dismissal of personnel.
(Comments)
- _____ 6. Effectively manages an efficient office and record keeping system.
(Comments)
- _____ 7. Participates in the school improvement process and encourages staff to the same. Leads productive faculty meetings to ensure positive communication.
(Comments)
- _____ 8. Demonstrates care and concern for the well being of all students and staff.
(Comments)
- _____ 9. Develops a fair and consistent system for student discipline.
(Comments)
- _____ 10. Effectively develops and administers an objective system for the evaluation of all classified staff.
(Comments)
- _____ 11. Establishes positive public relations within and outside the school. Encourages staff to do the same.
(Comments)
- _____ 12. Maintains professional currency through attendance at selected conferences, readings of professional journals, or memberships in professional organizations.
(Comments)
- _____ 13. Is successful in developing and achieving annual personal and professional goals.
(Comments)

EVALUATION OF PERSONNEL AND PROFESSIONAL QUALITIES

1 = Needs Improvement

2 = Meets District Expectations

3 = Exceeds District Expectations

_____ 1. Defends principle and conviction in the face of pressure and partisan influence.
(Comments)

_____ 2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
(Comments)

_____ 3. Earns respect and standing among professional colleagues.
(Comments)

_____ 4. Devotes time and energy effectively to the position.
(Comments)

_____ 5. Is a team player and contributor.
(Comments)

_____ 6. Exercises good judgment and the democratic processes in arriving at decisions.
(Comments)

_____ 7. Possesses and maintains the health and energy necessary to meet with responsibilities of the position.
(Comments)

_____ 8. Is professionally attired and well groomed.
(Comments)

_____ 9. Demonstrates effective command of language (written and oral) in dealing with staff, members of the board of education and the public.
(Comments)

_____ 10. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.
(Comments)

_____ 11. Maintains professional development by reading, course work, conference attendance, work on professional committees, visitations to other schools, and meetings with other administrators.
(Comments)

_____ 12. Demonstrates loyalty to the organization and to colleagues.
(Comments)

_____ 13. Is progressive in his or her thinking and effectively plans for organizational improvement.
(Comments)

_____ 14. Is a positive emissary for the school district within the community.
(Comments)

ADMINISTRATIVE PERFORMANCE

APPRAISAL SUMMARY

I. Comments about factors bearing on administrative performance which are supplemental to areas identified previously in this document:

II. Summary of Appraisal of Administrative Performance:

III. Verification of Acknowledgement of Appraisal:

A. I hereby verify that this appraisal is accurate, to the best of my judgement, and reflects my true professional opinion of the administrative performance of the herein named administrator.

Recommended for Continued Employment: _____ YES _____ NO

Date: _____ **Signed:** _____

Position: Superintendent of Schools

B. I hereby acknowledge that I have been advised and informed of the contents of this appraisal of my administrative performance.

Date: _____ **Signed:** _____

Position: School Principal

C. I hereby exercises my right to respond to the appraisal of my administrative performance:

Date: _____ **Signed:** _____

