# PERFORMANCE APPRAISAL OF AN ADMINISTRATOR

(To be submitted by September 15th, following the evaluation year)

Name:

Assignment:

School Year:

☐ Year One ☐ Year Two ☐ Year Seven ☐ Other (explain):

## Rating:

**Satisfactory** – acceptable level of performance has been met or surpassed

**Improving** – efforts have been made to reach an acceptable level of performance, but this level has yet to be attained

**Does not meet the requirements** – an acceptable level of performance has not been achieved

The criteria stated in each category should not be considered as an all-inclusive checklist.

### VISITATIONS

| Date | Evaluator | Comments |
|---|---|---|
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## LEADERSHIP

**INSTRUCTIONAL:**

-Ensures effective curriculum implementation for all students; encourages and develops staff expertise; promotes staff development; makes provision for materials, equipment and resources; provides for appropriate student assessment and evaluation; maintains a well-disciplined environment and deals effectively with student discipline issues

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

**PERSONNEL:**

-Selects staff, manages and assesses staff needs; supervises and evaluates staff; disciplines staff when necessary; provides appropriate staff leadership and motivation; deals with staff crises and emergencies; mediates staff conflicts; promotes team building based on mutual trust and respect; is approachable and sensitive to staff needs; provides professional development opportunities for staff; delegates responsibilities

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

**COMMUNICATION:**

-Communicates clearly; effectively liaises with community and parents; fosters atmosphere of trust and collaboration; works cooperatively with Parent Advisory Council

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

## MANAGEMENT

**SCHOOL ORGANIZATION:**

-Develops and implements effective schedules, timetables and routines; continually evaluates school goals and ensures appropriate implementation of the school plan; conducts productive meetings; demonstrates strong planning skills; supports and assists extra-curricular programs

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

**BUSINESS/FINANCIAL:**

-Coordinates all required information/forms efficiently; prepares and administers a school budget responsive to program, staff, and building needs

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

**PHYSICAL PLANT:**

-Ensures that the school plant and grounds are well-maintained to promote the health, safety and well-being of students and staff

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

**PROFESSIONALISM**

-Stays current with educational research; contributes to administrative council; demonstrates a team approach; promotes divisional goals

☐ Satisfactory ☐ Improving ☐ Does not meet the requirements ☐ Not Applicable

## RECOMMENDATIONS

☐ Meets Interlake School Division School Administrator Requirements

☐ Does not meet Interlake School Division School Administrator Requirements

_____ _____

Evaluator's Signature Date

I have read the foregoing and would like to make the following comments:

_____ _____

Administrator's Signature Date