

## Principal Evaluation

All evaluations should be used as a tool to:

1. Clarify for the principal his/her role defining objectives that will contribute to the achievement of district goals.
2. Clarify for the superintendent the role of the principal in view of his/her job description and the immediate priority among his/her responsibilities as agreed upon by the superintendent and principal.
3. Develop harmonious communication and working relationships between the superintendent and principal.
4. Provide administrative leadership of excellence for the school including improvement of the instructional program and implementation of curricular programs.
5. Measure the principal's professional growth and development and level of performance.

Please rate the principal in the following areas on a scale of 1 to 5. Consider that 1 is very low and 5 is very high. 3 will be considered average.

### Duties

- \_\_\_\_\_ a. The school building administrator works as a team under the leadership of the Superintendent of Schools in the development of curriculum, social programs, the articulation of his or her curriculum and activities with those of the other schools in the system. He/She will devote his/her services to the improvement of the instructional materials and procedures and to the maintenance of a high quality of student development and guidance.
- \_\_\_\_\_ b. The school building administrator delegate duties and responsibilities but remains responsible for the operation of his/her school unit. The administrator provides for the delegation of his/her responsibilities to some member of the staff when the principal is absent from school.
- \_\_\_\_\_ c. The school building administrator works with staff in all matters pertaining to research, student personnel problems, testing programs and official reports as these activities pertain to his/her school.
- \_\_\_\_\_ d. Building administrators will keep in touch with recent educational literature and new movements in education and disseminate information to the staff and the public.

- \_\_\_\_\_ e. Generally oversees and manages the operation of his/her school unit within the scope of the policies of the district and reports to the Superintendent concerning various facets of school operation.
- \_\_\_\_\_ f. Assists the Superintendent in the interpretation of the general school policies to the staff of the school and to the community which he/she services.
- \_\_\_\_\_ g. Interprets the local community sentiment to the Superintendent.
- \_\_\_\_\_ h. Cultivates a spirit of cooperation, helpfulness and understanding with teachers.
- \_\_\_\_\_ i. Orients new teachers to the school staff and to their respective duties.
- \_\_\_\_\_ j. Works cooperatively with and gives assistance to organizations in the community.
- \_\_\_\_\_ k. Directs, supervises and evaluates the instructional program, coordinates it with other units of the same or different levels.
- \_\_\_\_\_ l. Observes, supervises and evaluates the work of all employees under direct supervision.
- \_\_\_\_\_ m. Cares for, or directs the care of all property, equipment and materials under his/her supervision.
- \_\_\_\_\_ n. Causes fire drills or other emergency procedure drills to be held and drill instructions to be given at the beginning of each school year and to conduct drills as required.
- \_\_\_\_\_ o. Supervises the conduct and learning experiences of pupils and to take such disciplinary action as needed, as is provided for by policy.
- \_\_\_\_\_ p. Encourages suitable and adequate student body organizations clubs or other student activities or organizations in his/her school to develop the varying desirable interest and abilities of the pupils and provide for their control, management and supervision.
- \_\_\_\_\_ q. Gives conscientious and continuous study to a plan of pupil placement and guidance.
- \_\_\_\_\_ r. holds such staff meetings as may be required.
- \_\_\_\_\_ s. Keeps all records and makes all reports required promptly and correctly. Makes staff recommendations and submits monthly reports as prescribed by policy.
- \_\_\_\_\_ t. Prepares estimates of needs each spring for the forthcoming school year.
- \_\_\_\_\_ u. Carefully receives and accounts for all monies received by him/her (i.e. fees, etc.) and to deposit these monies in the appropriate accounts.

- \_\_\_\_\_ v. Initiates or approves requisitions for purchases of materials and equipment and to forward these to the central administrative office for purchase within the scope of business polices relating to purchases.
- \_\_\_\_\_ w. Purchases, or causes to be purchased, small items of a non-inventory nature which are clearly required for the efficient conduct of the school unit; to carefully account for and report such disbursements.
- \_\_\_\_\_ x. Keeps, or causes to be kept, all records required for the efficient operation of the schools, and to periodically examine records kept to be certain of their accuracy and completeness.
- \_\_\_\_\_ y. Inspects premises regularly to determine that hazard-free and clean conditions exist.

Comments:

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