

# KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT PRINCIPAL EVALUATION FORM

Name:  
Evaluator:

Department:  
Date:

## DEFINITION OF AREAS TO BE EVALUATED

The following are definitions of the areas of performance in which administrators of the Ketchikan Gateway Borough School District will be evaluated. The definitions are designed to communicate a general understanding of the type of performance expected of administrators in the District.

**D= deficient    N=Needs Improvement    P=proficient    E=exceptional    Leave blank if don't know**

### **1. INSTRUCTIONAL LEADERSHIP**

**D N P E**

- 1.0** Displays a positive image
- 1.1** Encourages students, parents, teachers, and community members to establish links among the school, home, and community
- 1.2** Evaluates programs operating within the school
- 1.3** Demonstrates a broad base of current curriculum knowledge and application to ensure an effective educational program
- 1.4** Gathers information from a variety of sources to identify areas for school improvement
- 1.5** Visible and available to staff, students, and parents
- 1.6** Demonstrates sensitivity and understanding of cultural differences
- 1.7** Demonstrates awareness of current technology in education
- 1.8** Works with staff, parents, and community members to create and promote positive goals
- 1.9** Demonstrates empathy, respect, and concern for students, staff, and others
- 1.10** Implements the instructional program according to District policy

Comments:

### **2 KNOWLEDGE OF SCHOOL MANAGEMENT**

**D N P E**

- 2.0** Determines availability and allocation of all resources in collaboration with staff
- 2.1** Ensures safety and security of students, personnel, and school property
- 2.2** Develops a fiscally responsible budget seeking input from staff and parents
- 2.3** Maintains, completes, and submits all reports and records accurately, in a timely and professional manner
- 2.4** Monitors and reports the condition of all school facilities and grounds
- 2.5** Develops an effective student and staff schedule
- 2.6** Schedules the appropriate use of facilities
- 2.7** Is cognizant of, and abides by all building, District, and federal policies, statutes, rules, and procedures

Comments:

**D N P E**

**3. COMMUNICATION**

- 3.0 Demonstrates willingness to listen, understand, and respond to parents' concerns
- 3.1 Develops interactive and supportive relationships with those agencies working with the school and District
- 3.2 Encourages volunteer participation of parents and community members of the school program, and ensures that volunteers are utilized respectfully and advantageously
- 3.3 Demonstrates willingness to listen to, understand, and respond to staff's concerns
- 3.4 Demonstrates awareness of different communication styles within cultures
- 3.5 Communicates information effectively, orally and in writing, to a variety of audiences
- 3.6 Possesses knowledge of conflict resolution strategies and implements them successfully
- 3.7 Presents educational programs at School Board meetings and other public forums
- 3.8 Communicates with parents in a routine manner

Comments:

**D N P E**

**4. SUPERVISION**

- 4.0 Develops a working environment which is collaborative and cooperative
- 4.1 Ensures that tasks or roles delegated to staff are within areas of capability and interest
- 4.2 Interviews and makes recommendations regarding hiring and assignment
- 4.3 Evaluates staff according to District policy
- 4.4 Identifies training needs in collaboration with staff
- 4.5 Encourages and provides the opportunity for professional improvement
- 4.6 Demonstrates skills which promote cooperation and understanding
- 4.7 Disciplines in a positive manner with consequences that are dignified and consistent

Comments:

**D N P E**

**5. PRINCIPALS' PROFESSIONAL GROWTH**

- 5.0 Participates in opportunities for professional growth such as attending conferences, courses, and workshops and serving on committees
- 5.1 Seeks, understands, and assumes responsibility for enhancing curriculum
- 5.2 Encourages the use of methods and materials based on current effective methods and research

Comments:

Signatures below indicate that this evaluation was covered in a meeting between the principal and supervisor. It does not indicate that there was complete agreement. Written responses to this evaluation may be filed by the principal.

Evaluator: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

One copy to Principal

One copy to Evaluator

Original to Central Office

revised 5/99