ZACHARY COMMUNITY SCHOOL DISTRICT

ELEMENTARY ASSISTANT PRINCIPAL EVALUATION

Name: _____ Evaluator: _____
Social Security Number: _____ Position: _____
Location: _____ Date: _____
Years in Position: 0-3 ____ 4+ ____

DIRECTIONS: The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the **S**, **NI**, or **U**. The evaluator shall then mark each item under the major headings using (**S**) to denote satisfactory performance, (**NI**) to denote needs improvement, and (**U**) to denote unsatisfactory performance.

I. ELABORATED STANDARDS

A. VISION

	S	NI	U
· Works collaboratively with the school community to develop and maintain a shared school vision			
· Brings the school vision to life by using it to guide decision making about students and the instructional program			
· Maintains faculty focus on developing learning experiences that will enable students to prosper in subsequent grades and as adults			
· Maintains open communication with the school community and effectively conveys high expectations for student learning to the community			
· Assists in providing opportunities and support for collaboration, the exchange of ideas, experimentation with innovative teaching strategies, and ongoing school improvement			
· Assists in monitoring, assessing, and revising the school's vision and goals as needed			
· Fosters the integration of students into mainstream society while valuing diversity			

B. TEACHING AND LEARNING

	S	NI	U
· Recognizes, models, and promotes effective teaching strategies that enable students to apply what they learn to real world experiences			
· Encourages and supports the use of both innovative, research-based teaching strategies to engage students actively in solving complex problems and methods of students assessment which will enhance learning for all students			
· Conducts frequent classroom visits and periodic observations, provides constructive feedback to faculty and staff, and suggests models of effective teaching techniques when needed			
· Fosters a caring, growth-oriented environment for faculty and students, one in which high expectations and high standards for student achievement are emphasized			
· Promotes collaboration and team building among faculty			

C. SCHOOL MANAGEMENT

	S	NI	U
· Maintains a safe, secure, clean, and aesthetically pleasing physical school plant			
· Establishes and / or implements laws, policies, regulations, and procedures that promotes effective school operations			
· Maintains a positive school environment where proper student discipline is the norm			
· Manages fiscal resources responsibility, efficiently, and effectively and monitors whether others do so as well			
· Manages human resources responsibility by selecting and inducting new personnel appropriately, assigning and evaluating all staff effectively, and taking other appropriate steps to build an effective school staff			
· Monitors support services such as transportation, food, health, and extended care responsibility			
· Provides and coordinates appropriate co-curricular and extra-curricular activities			
· Uses shared decision making effectively in the management of the school			
· Manages time and delegates appropriate administrative tasks to maximize attainment of the school goals			
· Uses available technology effectively to manage school operations			
· Monitors and evaluates school operations and uses feedback appropriately to enhance effectiveness			

D. SCHOOL IMPROVEMENT

	S	NI	U
· Assists in providing ongoing opportunities for staff to reflect on their roles and practices in and practices in light of student standards and school goals			
· Grows professionally by engaging in professional development activities and making such activities available to others			
· Facilities school-based research and uses these and other research findings to plan school improvement initiatives, pace the implementation of these changes, and evaluate their impact on teaching and learning			
· Fosters the genuine continuous involvement and commitment of the school community in promoting the progress of all students toward attaining high standards			
· Enhances school effectiveness by appropriately integrating the processes of teacher selection / evaluation and professional development with school improvement			

I. ELABORATED STANDARDS (con't)

E. PROFESSIONAL DEVELOPMENT

	S	NI	U
· Communicates a focused vision for both school and individual professional growth			
· Uses research and data from multiple sources to design and implement professional development activities			
· Secures the necessary resources for meaningful professional growth, including the time for planning and the use of emerging technologies			
· Provides opportunities for individual and collaborative professional development			
· Provides incentives for learning and growth and encourages participation in professional development activities at the national, state, and parish levels			
· Assesses the overall impact of professional development activities on the improvement of teaching and student learning			
· Is visible and involved in the community and treats members of the school community equitably			
· Involves the school in the community while keeping the school community informed			
· Uses school-community resources to enhance the quality of school programs, including those resources available through business and industry			
· Recognizes and celebrates school successes publicly			
· Communicates effectively, both interpersonally and through the media			

F. SCHOOL COMMUNITY RELATIONS

	S	NI	U
Is visible and involved in the community and treats members of the school community equitably			
Involves the school in the community while keeping the school community informed			
Uses school-community resources to enhance the quality of school programs, including those resources available through business and industry			
Recognizes and celebrates school successes publicly			
Communicates effectively, both interpersonally and through the media			

G. PROFESSIONAL ETHICS

	S	NI	U
Models ethical behavior at both the school and community levels			
Communicates to others expectations of ethical behavior			
Respects the rights and dignity of others			
Provides accurate information without distortion and without violating the rights of others			
Develops a caring school environment in collaboration with faculty and staff			
Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately			
Minimizes bias in self and others and accepts responsibility for his / her own decisions and actions			
Addresses unethical behavior in self and others			

II. EVALUATEE'S PERFORMANCE AT THIS TIME IS: (Check one)

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

III. IMPLEMENTATION OF THE PROFESSIONAL GROWTH PLAN

Is Minimal _____ Is Satisfactory _____ Has reached completion _____

IV. COMPLETION OF SELF-EVALUATION: (Check one) Yes _____ No _____

V. EVALUATOR'S COMMENTS: (Attach supplemental sheet if necessary.)

_____

_____

_____

_____

_____

_____ _____

Evaluator's Signature Date

VI. EVALUATEE'S COMMENTS: (Attach supplemental sheet if necessary.)

_____

_____

_____

_____

_____

_____ _____

Evaluatee's Signature Date

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the results.

☐ Evaluatee

☐ Main Office

☐ School File / Supervisor