

LAS CRUCES PUBLIC SCHOOLS

PRINCIPAL/ADMINISTRATOR EVALUATION

Principal/Administrator's Name:

Principal/Administrator's SS #:

Location:

School Year:

Evaluator's Name:

Title of Evaluator:

(Please Check All That Apply)

Principals/Administrators Competencies and Indicators

1= Unsatisfactory 2= Needs Improvement 3= District Standard 4= Outstanding N/O = Not Observed

- I. THE PRINCIPAL/ADMINISTRATOR DEMONSTRATES FORESIGHT, EXAMINE ISSUES AND TAKES INITIATIVES TO IMPROVE THE QUALITY OF EDUCATION IN THE COMMUNITY.

	LEVEL	1	2	3	4	N/O
a. Enables staff, students, parents, and community to build a common vision.						
b. Articulates a vision and is able to make that vision concrete to others.						
c. Provides a learning environment and climate where creativity, risk taking and experimentation are shared by all stakeholders.						
d. Understands, facilitates and manages change in self, others and the organization.						

Comments:

- ii. THE PRINCIPAL/ADMINISTRATOR EMBRACES AND ENCOURAGES THE ACCEPTANCE OF DIVERSITY.

	LEVEL	1	2	3	4	N/O
a. Models respect, understanding and appreciation for all people.						
b. Addresses the special needs of groups and individuals.						
c. Addresses the needs of multicultural, multilingual, multiracial, and economically diverse populations.						
d. Promotes and supports recruitment and assignment of a diverse staff.						
e. Demonstrates sensitivity to alternative educational philosophies and methodologies.						

Comments:

III. THE PRINCIPAL/ADMINISTRATOR USES EFFECTIVE PEOPLE SKILLS TO COMMUNICATE.

	LEVEL	1	2	3	4	N/O
a. Addresses the needs of -staff, students, parents and community.						
b. Facilitates communication and the use of problem solving processes to promote teamwork consensus and Inquiry.						
c. Assists with the resolution of conflicts and stress.						
d. Implements the staff evaluation process effectively.						
e. Writes and speaks appropriately.						
f. Keeps staff and community informed of pertinent information in a timely manner.						
g. Utilizes appropriate listening skills.						

Comments:

IV. THE PRINCIPAL/ADMINISTRATOR PROVIDES AND MAINTAINS, AN ENVIRONMENT WHERE OPTIMAL STUDENT GROWTH CAN TAKE PLACE.

	LEVEL	1	2	3	4	N/O
a. Understands and supports the goals and purpose of the organization.						
b. Promotes learning as the primary purposes of the organization.						
c. Collaborates and networks with community service agencies, other educational organizations and businesses, as appropriate.						
d. Provides and maintains a safe and healthy environment that promotes positive student behavior.						
e. Understands and encourages the application of human growth and development principles.						
f. Assesses and evaluates program and staff effectively.						

Comments:

V. THE PRINCIPAL/ADMINISTRATOR DEMONSTRATES INSTRUCTIONAL LEADERSHIP.

	LEVEL	1	2	3	4	N/O
a. Seeks out and provides staff with information on methodology, research and current educational trends.						
b. Identifies, accesses and uses appropriate resources.						
c. Makes reasonable decisions and accepts responsibility for those decisions.						
d. Promotes collaboration and mutual sharing among teachers and staff.						
e. Encourages and allows others to lead as appropriate.						
f. Comprehends effective learning and teaching processes.						

Comments:

VI. THE PRINCIPAL/ADMINISTRATOR DEMONSTRATES AN UNDERSTANDING OF THE DYNAMICS OF THE EDUCATIONAL ORGANIZATION.

	LEVEL	1	2	3	4	N/O
a. Develops positive school/community relations.						
b. Demonstrates an understanding of the politics of school governance and operations.						
c. Informs staff, parents and community of relevant facts to aid in reaching informed decisions.						
d. Exhibits skills in comprehending, interpreting and supporting positions of the organization.						
e. Exhibits skills in lobbying, negotiating, collective bargaining, policy development and policy maintenance.						
f. Exhibits effective public relation skills.						

Comments:

VII. THE PRINCIPAL/ADMINISTRATOR EFFECTIVELY MANAGES THE RESOURCES FOR WHICH HE/SHE IS RESPONSIBLE INCLUDING PERSONNEL, FINANCES, FACILITIES, PROGRAMS AND TIME.

	LEVEL	1	2	3	4	N/O
a. Implements district policies, state standards, and federal regulations and laws.						
b. Organizes, coordinates and supervises staff assignments and needs.						
c. Carries out appropriate fiscal procedures.						
d. Utilizes and maintains facilities.						
e. Demonstrates efficient time management by establishing schedules and reasonable timelines for completing tasks.						
f. Utilizes available technology to meet administrative objectives.						
g. Utilizes participatory management techniques.						

Comments:

VIII. THE PRINCIPAL/ADMINISTRATOR USES SUPERVISION, STAFF DEVELOPMENT AND PERFORMANCE EVALUATION TO IMPROVE THE EDUCATIONAL PROGRAM.

	LEVEL	1	2	3	4	N/O
a. Implements a collaborative process in staff development.						
b. Identifies and acknowledges effective performance in objective terms.						
c. Assists Individual professional development planning.						
d. Develops, implements and evaluates the staff development planning.						
e. Follows procedures and participates in training consistent with the state and local Teacher Performance Evaluation Plan.						
f. Provides regular feedback on performance.						

Comments:

IX. THE PRINCIPAL/ADMINISTRATOR MAINTAINS A FAMILIARITY WITH CURRENT EDUCATIONAL ISSUES THROUGH A PROCESS OF ONGOING PERSONAL DEVELOPMENT.

	LEVEL	1	2	3	4	N/O
d. Continues to expand knowledge and awareness of programs within the school district						

EMPLOYEE SIGNATURE

DATE