



### Administrator Evaluation Form

Name of person being evaluated: \_\_\_\_\_

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

Evaluator's Name(s) and Position(s): \_\_\_\_\_

<i>Outstanding</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>NA (or insufficient data)</i>
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**Personal Characteristics**

1. Has a good appearance
2. Possesses good health
3. Has a good disposition
4. Is punctual
5. Is enthusiastic
6. Possesses loyalty
7. Demonstrates tact and diplomacy


**Leadership Characteristics**

1. Makes intelligent judgments and decisions
2. Accepts responsibility
3. Coordinates work of staff
4. Works effectively under pressure
5. Meets goals
6. Demonstrates moral courage


**Professional Knowledge and Understanding**

1. Understands pertinent areas of responsibility
2. Realistically assesses problems of staff
3. Willingly accepts change
4. Accepts suggestions and criticisms
5. Demonstrates scholarship


**Success in Supervision/ Management**

1. Develops strong instructional program
2. Is available to counsel and assist staff
3. Is fair and corrective in evaluation
4. Communicates ideas well orally
5. Communicates ideas well in writing
6. Meets deadlines/ reports etc.
7. Manages school plant and facilities
8. Maintains fiscal responsibility
9. Manages labor relations


**Ability to Generate Morale**

- 1. Delegates effectively
- 2. Listens to other points of view
- 3. Inspires confidence and trust in staff
- 4. Democratic in interpersonal relations
- 5. Generates enthusiasm and initiative


**Success in Problem Solving**

- 1. Exercises careful judgment and logical thinking
- 2. Demonstrates creativity and imagination


**Relations with Community**

- 1. Has good public relations
- 2. Interprets school effectively to community
- 3. Organizes and guides parent organizations
- 4. Is active in the community


**Relations with Students**

- 1. Communicates well
- 2. Demonstrates good rapport
- 3. Acquires respect
- 4. Disciplines firmly, fairly, and consistently in all school activities


**General comments/ remarks of evaluator:**

**Suggestions for areas in need of improvement:**

**Comments of evalutee:**

_____	_____
<b>Evaluator's Signature</b>	<b>Date</b>
_____	_____
<b>Evalutee's Signature</b>	<b>Date</b>