

\_\_\_\_\_ CENTRAL SCHOOL

ADMINISTRATIVE PERFORMANCE REVIEW

- 1. The annual performance review of the \_\_\_\_\_ Central School administrative staff has three purposes:
  - a. To establish a system of communication between the administrative staff and the superintendent regarding job performance;
  - b. To improve the performance and output of each administrator by identifying areas where he/she can be complimented and areas where performance can be improved;
  - c. To improve the operation of the school system.

\* \* \* \* \*

NAME OF ADMINISTRATOR\_\_\_\_\_

School Year This Review Covers\_\_\_\_\_

Date\_\_\_\_\_

Superintendent's Signature\_\_\_\_\_

- RATING SCALE:
- 5 - Outstanding
  - 4 - Commendable
  - 3 - Satisfactory
  - 2 - Needs Improvement
  - 1 - Unsatisfactory - Comments Required
  - NA - Not Applicable/Don't Know

Signature of Administrator\_\_\_\_\_

A. RELATIONSHIP WITH THE BOARD

1. Bases his/her position with regard to matters discussed by the board upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the board.  
(5) (4) (3) (2) (1) (NA)
2. Knows and upholds the philosophy, policies and positions of the board to the public and staff.  
(5) (4) (3) (2) (1) (NA)
3. Interprets and executes the intent of board policy.  
(5) (4) (3) (2) (1) (NA)
4. Publicly refrains from criticizing individual or group members of the board.  
(5) (4) (3) (2) (1) (NA)

B. RELATIONSHIP WITH THE SUPERINTENDENT

1. Has a harmonious working relationship with the superintendent.  
(5) (4) (3) (2) (1) (NA)
2. Communicates in a frank and friendly manner with the superintendent.  
(5) (4) (3) (2) (1) (NA)
3. Goes immediately and directly to the superintendent when there is an honest, objective difference of opinion between the administrator and the superintendent in an earnest effort to resolve such differences immediately.  
(5) (4) (3) (2) (1) (NA)
4. Keeps the superintendent informed of issues, needs, and operations of the school system.  
(5) (4) (3) (2) (1) (NA)
5. Is prompt in providing reports to the superintendent.  
(5) (4) (3) (2) (1) (NA)
6. Offers professional advice to the superintendent in items requiring action, with appropriate recommendations based on thorough study and analysis.  
(5) (4) (3) (2) (1) (NA)

7. Supports the superintendent's actions to the board, the public, and the staff.  
(5) (4) (3) (2) (1) (NA)
8. Cooperates and is supportive of the superintendent in carrying out programs and procedures established by the superintendent or the board.  
(5) (4) (3) (2) (1) (NA)

C. RELATIONSHIP WITH THE STAFF

1. Develops and executes sound personnel procedures and practices.  
(5) (4) (3) (2) (1) (NA)
2. Organizes a planned program of staff evaluation and improvement.  
(5) (4) (3) (2) (1) (NA)
3. Supervises operations, insisting on competent and efficient performance.  
(5) (4) (3) (2) (1) (NA)
4. Evaluates performance of staff members courageously and accurately, giving commendations for good work as well as constructive suggestions for improvement.  
(5) (4) (3) (2) (1) (NA)
5. Keeps adequate records on all school personnel within his/her area of responsibility.  
(5) (4) (3) (2) (1) (NA)
6. Treats all personnel fairly, without favoritism or discrimination while insisting on performance of duties.  
(5) (4) (3) (2) (1) (NA)
7. Inspires others to the highest professional standards.  
(5) (4) (3) (2) (1) (NA)
8. Promotes good staff morale and loyalty to the organization.  
(5) (4) (3) (2) (1) (NA)
9. Fosters two-way communication between self and subordinates; directives are given and understood, and staff members feel free to make their needs known.  
(5) (4) (3) (2) (1) (NA)

D. RELATIONSHIP WITH THE COMMUNITY

1. Works effectively with public and private agencies.  
(5) (4) (3) (2) (1) (NA)
2. Participates actively in community life and affairs.  
(5) (4) (3) (2) (1) (NA)

E. EDUCATIONAL LEADERSHIP SKILLS

1. Implements the district's philosophy of education.  
(5) (4) (3) (2) (1) (NA)
2. Participates with staff, board, and community in developing and improving curriculum.  
(5) (4) (3) (2) (1) (NA)
3. Understands and keeps informed regarding all aspects of the instructional program.  
(5) (4) (3) (2) (1) (NA)
4. Sees that adequate provisions are made for individual differences among children.  
(5) (4) (3) (2) (1) (NA)
5. Is an effective student disciplinarian and maintains an orderly educational environment in the building for which he/she is responsible.  
(5) (4) (3) (2) (1) (NA)
6. Maintains a good rapport with students and earns their respect.  
(5) (4) (3) (2) (1) (NA)

F. MANAGEMENT SKILLS

1. Demonstrates ability to work well with individuals and groups.  
(5) (4) (3) (2) (1) (NA)

2. Makes self available to members of the community, board, and staff.  
(5) (4) (3) (2) (1) (NA)
3. Exercises good judgment and involves others in decision making.  
(5) (4) (3) (2) (1) (NA)
4. Makes sound decisions that are within his/her level of authority.  
(5) (4) (3) (2) (1) (NA)
5. Keeps informed on the needs of the school program - plant, facilities, equipment, and supplies.  
(5) (4) (3) (2) (1) (NA)
6. Accepts constructive criticism of his/her work from the superintendent.  
(5) (4) (3) (2) (1) (NA)
7. Delegates authority to staff members appropriate to the position each holds.  
(5) (4) (3) (2) (1) (NA)
8. At the direction of the superintendent, meets and confers with leaders of the teachers' association, representing to the best of his/her ability and understanding the interest and will of the board.  
(5) (4) (3) (2) (1) (NA)
9. Resolves problems by using established chains of command and regular channels of communication.  
(5) (4) (3) (2) (1) (NA)

G. BUSINESS/FINANCIAL SKILLS

1. Evaluates financial needs and makes recommendations to the superintendent for adequate financing.  
(5) (4) (3) (2) (1) (NA)
2. Ensures that funds are spent wisely and that adequate controls and accounting are maintained.  
(5) (4) (3) (2) (1) (NA)

H. COMMUNICATION SKILLS

1. Uses language effectively in dealing with staff members, the board, and the public.  
(5) (4) (3) (2) (1) (NA)
2. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.  
(5) (4) (3) (2) (1) (NA)
3. Thinks well and communicates clearly when faced with an unexpected or disturbing turn of events in a large group meeting.  
(5) (4) (3) (2) (1) (NA)
4. Writes clearly and concisely.  
(5) (4) (3) (2) (1) (NA)

I. PERSONAL QUALITIES

1. Is prompt in carrying out his/her duties.  
(5) (4) (3) (2) (1) (NA)
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.  
(5) (4) (3) (2) (1) (NA)
3. Defends principles and convictions in the face of pressure and partisan influence.  
(5) (4) (3) (2) (1) (NA)
4. Maintains poise and emotional stability in the full range of his/her professional activities.  
(5) (4) (3) (2) (1) (NA)
5. Displays a sense of humor.  
(5) (4) (3) (2) (1) (NA)

J. PROFESSIONAL DEVELOPMENT

1. Enhances professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, or meeting with other administrators.  
(5) (4) (3) (2) (1) (NA)

K. STUDENT ACHIEVEMENT

1. Monitors student achievement through Pupil Personnel meetings and individual conferences with appropriate staff, students, and parents.  
(5) (4) (3) (2) (1) (NA)
2. Disaggregates student test results at each grading period; publishes report and reviews with staff.  
(5) (4) (3) (2) (1) (NA)
3. Works with staff to develop appropriate goals to improve weak areas of student achievement as measured by standardized tests.  
(5) (4) (3) (2) (1) (NA)
4. Works with Guidance Department to ensure that appropriate individual and group programs are carried out effectively.  
(5) (4) (3) (2) (1) (NA)
5. Administers appropriate programs such as honor and merit roll certificates and publicity to commend students for outstanding achievement.  
(5) (4) (3) (2) (1) (NA)
6. Encourages and commends individual faculty members for outstanding student achievement.  
(5) (4) (3) (2) (1) (NA)
7. Monitors student attendance and develops programs to improve attendance when necessary.  
(5) (4) (3) (2) (1) (NA)

L. COMMENTS