

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

Performance Evaluation Report for Principals/Assistant Principals

NAME	(Last)	(First)	(Middle)	Date
------	--------	---------	----------	------

SCHOOL	POSITION TITLE
--------	----------------

Meets or Exceeds Expectations	Doesn't Meet Expectations
-------------------------------	---------------------------

Professional Preparation

Knowledge of procedures, fundamentals, processes and pertinent information	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Professional preparation and scholarship	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Administrative Skills

Evaluate and develop personnel	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------	--------------------------	--------------------------

Manage school finance	<input type="checkbox"/>	<input type="checkbox"/>
-----------------------	--------------------------	--------------------------

Manage school facility	<input type="checkbox"/>	<input type="checkbox"/>
------------------------	--------------------------	--------------------------

Establish and manage priorities in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Identify, evaluate, and select best course of action to resolve conflicts and solve problems	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Carry out responsibility by taking independent action using both good judgment and communication skills	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Develop and maintain respectful, supportive, and cooperative relationships with others	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Develop and maintain respectful school environment for students	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Develop and maintain positive community and school relationships	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Provide effective instructional leadership	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Work with staff in restructuring efforts	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Make effort toward improvement	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------	--------------------------	--------------------------

Narrative

(Include attainment of professional goals as well as equity and restructuring efforts.)

Signature

Title

Date

Prepared by immediate supervisor _____

Reviewed by next highest supervisor _____

I have read this appraisal of my performance and discussed it with my supervisor. Yes No

Evaluatee signature _____ Date _____

(Evaluatee's statement to be initialed by next highest supervisor)