

Performance Evaluation Report for Principal's Assistants

Form G



Spokane Public Schools
excellence for everyone

Name _____ Date _____ School/Location _____

Directions: Use the criteria below and rate the Principal's Assistant as noted below. Then provide an example of success, or a recommendation for future growth opportunities.

A = Awareness of criteria; B = Basic understanding/implementation of criteria; P = Proficient in the criteria; D = Distinguished in the criteria; N = Not yet introduced to the criteria.

Criteria	A	B	P	D	N	Example(s) or Comment on Growth Opportunities Recommended
1. Has knowledge of procedures, fundamentals, processes, and pertinent information relevant to the administrative role of school administrator.						
2. Possesses academic background appropriate for the PA responsibilities.						
3. Establishes and manages priorities in a timely manner.						
4. Carries out responsibility by taking independent action using both good judgment and effective communication skills.						

Criteria	A	B	P	D	N	Example(s) or Comment on Growth Opportunities Recommended
5. Provides effective instructional leadership.						
6. Manages the school facility to assure a safe environment and collaboration with the community.						
7. Manages school finance to support the goals identified by the school.						
8. Observes and conducts effective and accurate performance conferences with staff.						
9. Evaluates staff effectively and accurately.						
10. Identifies, evaluates and selects best course of action to resolve conflicts and solve problems.						

Criteria	A	B	P	D	N	Example(s) or Comment on Growth Opportunities Recommended
11. Develops and maintains a respectful, supportive school climate that promotes equity and respect for all staff and students.						
12. Carries out responsibilities for maintenance of discipline procedures, individual student discipline, facilitation of student groups, attendance, and parent conferences.						
13. Provides leadership to staff in restructuring efforts and implementation of school governance and site-based processes.						
14. Provides leadership in staff development and curriculum efforts, including individual instructional assistance to staff, as needed.						
15. Develops and maintains positive parent, community and school relationships.						
16. Coordinates and provides supervision of the extracurricular program.						

Criteria	A	B	P	D	N	Example(s) or Comment on Growth Opportunities Recommended
17. Performs other duties as assigned by building principal.						
18. Implements supervisory improvement suggestions.						

Please provide any additional comments in the space below:

Supervisor's Signature

Supervisor's Title

Date

Recommended to continue in current PA assignment? Yes No

I have read and discussed this appraisal of my performance with my supervisor.

Principal Assistant Signature

Date

A statement written by Principal's Assistant is attached. Yes No