

Administrative Performance Evaluation

Name of person to be evaluated:

Please use the following scale, or use N/B for items in which you have no first-hand experience:

1 = poor; 2 = improvement needed; 3 = satisfactory; 4 = very good; 5 = excellent.

N/B = no basis for comment

Please write comments in the space provided, mentioning specific instances which helped to form your opinion. If necessary, please use the reverse of the sheets.

Curriculum or Program Development

Supports and promotes continual assessment and development of specific ways to improve the school's programs _____

Fully uses the talents of colleagues in improving the school's programs _____

Keeps incremental program improvement at the school a priority _____

Is concerned about educational quality and high standards _____

Interpersonal relations

Relationships with: Teaching Staff _____

Support Staff _____

Students _____

Parents _____

Others outside the school _____

Conveys criticism constructively _____

Accepts criticism _____

Listens to and understands problems _____

Helps solve problems _____

Understands the points of view of others _____

Sincere in dealing with people _____

Appropriate sense of humor _____

Inspires confidence and trust _____

Sensitivity to multicultural issues _____

Supportive of school events and functions _____

Communication

Communicates decisions and rationale effectively _____

Accessible to others _____

Communication – groups and public _____

Communication – one-to-one _____

Represents Sturgis effectively in the general community _____
Clear about expectations and goals _____

Management Style

Listens to the opinions and ideas of others _____
Can be empathetic with a number of alternatives to a problem,
yet able to reach an impartial decision _____
Makes decisions effectively _____
Follows through on decisions effectively _____
Deals promptly with issues and problems _____
Delegates responsibility and authority effectively _____
Meets deadlines, appointments, commitments _____
Establishes priorities _____
Resilient: handles setbacks maturely; learns from mistakes _____
Finds out what is going on in the school and has a good
knowledge of school issues _____
Cultivates a positive team spirit to accomplish agreed goals _____
Models high performance and a strong work ethic _____

Loyalty and Support

Supports faculty and staff in the face of criticism _____
Helps colleagues to do their best work by empowering
them and avoiding micro management _____
Is dedicated to promoting and supporting excellence at the school _____

Meeting Annual Goals

Goal #1: Increasing the visibility of the school through public relations _____
Goal #2: Successful Site Visit and dissemination of best practice _____
Goal #3: Enhancing school culture and sense of community _____
Goal #4: Ensuring support for all students _____

Please rate the overall performance of the Executive Director _____

Additional Comments of a General Nature

Name (optional) _____ Date _____