

**Alva Independent School District #001  
PRINCIPAL EVALUATION INSTRUMENT**

Name: \_\_\_\_\_ Year in System: \_\_\_\_\_  
School: \_\_\_\_\_ Assignment: \_\_\_\_\_  
Evaluator: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Definition of Marks:

<b>S-Satisfactory</b>	The principal meets or exceeds the expected standards of performance.
<b>N-Needs Improvement</b>	The principal meets minimal standards of performance; improvement is suggested.
<b>U-Unsatisfactory</b>	The principal does not meet minimal standards of performance; improvement is necessary.

MANAGEMENT:

- \_\_\_\_\_ 1. Preparation: The principal and staff develop goal statements which are the result of a needs assessment, a written analysis of student test scores and other data as well as community input.
- \_\_\_\_\_ 2. Routine: The principal uses a minimum of instructional time for non-instructional routines thus maximizing time on task.
- \_\_\_\_\_ 3. Discipline: The principal works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior.
- \_\_\_\_\_ 4. Learning Environment: The principal establishes and maintains rapport with staff and students, providing a pleasant, safe, and orderly climate for learning.

LEADERSHIP:

- \_\_\_\_\_ 1. The principal works with staff in collegial and non-threatening ways to promote and improve instruction.
- \_\_\_\_\_ 2. The principal sets high expectations for staff.
- \_\_\_\_\_ 3. The principal provides needed resources for staff.
- \_\_\_\_\_ 4. The principal works with staff to establish curriculum objectives, sequence, and lesson objectives.
- \_\_\_\_\_ 5. The principal works with staff to assure that all learners are involved in the learning process.

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- \_\_\_\_\_6. The principal assists the staff in monitoring student progress.
- \_\_\_\_\_7. The principal works with the staff to develop a program to recognize academic achievement.
- \_\_\_\_\_8. The principal educates the staff to recognize and display the teaching criteria upon which evaluation is conducted.
- \_\_\_\_\_9. The principal observes in the classroom the performance criteria as defined by the district.
- \_\_\_\_\_10. The principal completes summative evaluations of staff only after classroom observations are made, performance feedback is given, growth goals are set, and alternative methods are offered.

PRODUCTS:

- \_\_\_\_\_1. The principal provides written discipline policies to which students are expected to perform.
- \_\_\_\_\_2. The principal provides a school building improvement plan that supports the district=s School Improvement Plan describing goals, objectives, and staff development activities.
- \_\_\_\_\_3. The principal provides an analysis of student test scores and other data to assure that the various student populations are benefitting from the instructional programs.

**Signature of Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- \_\_\_\_\_ I have seen this evaluation report.
- \_\_\_\_\_ I wish to attach clarification statements.
- \_\_\_\_\_ I request a Plan for Improvement in areas marked AN@.
- \_\_\_\_\_ I agree to develop a required Plan of Improvement for areas marked AU@.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signature of the principal shall not be construed to indicate agreement with the opinions of the evaluator, rather, the signature of the principal indicates that the principal has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback of progress toward established improvement goals. Such documents shall bear the signature of both the evaluator and the principal and shall become a permanent part of this document.

Any written clarification statements offered by the principal shall bear the signature of both the principal and the

evaluator and shall become a permanent part of this document.

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Principal Evaluation

GCO  
(Exhibit)

Adopted: August 01, 1983

Revised: May 03, 2004

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma

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