

**PULASKI COUNTY SPECIAL SCHOOL DISTRICT**  
**9.25 An Appraisal of Principal Performance**

Name	School	Date			
Number of Years in PCSSD	Years as Principal in PCSSD	Years as Principal in this school			
Signature of Evaluator			Date		
<b>1.00 ADMINISTRATIVE SKILLS</b>			<b>Meets and/or Exceeds Standards</b>	<b>Area of Concern</b>	<b>Unsatisfactory</b>
1.01	ORGANIZATION : clearly delineates responsibilities and authority; establishes direct lines of communication; schedules teachers and students efficiently; adequately supervises non-teaching personnel.				
1.02	BUSINESS SKILLS: maintains accurate personnel, pupil, financial, and inventory records; provides administrative information as needed.				
1.03	STAFF SELECTION: works to assure that a strong staff is selected; cooperates with personnel department in securing replacements.				
1.04	TEACHER EVALUATION: works to improve instruction by frequent observations and conferences; renders fair appraisals of teachers.				
1.05	DECISION MAKING: is professional in working with staff; decisions are sound, timely and effective.				
1.06	STUDENT CONTROL: practices preventive discipline by means of open communication wit parents and students; policies are published and practices are reasonable, conducive to learning and uniformly enforced.				
SUMMARY STATEMENT (attach additional statement if needed)					

**2.00 INSTRUCTIONAL LEADERSHIP SKILLS**

2.01	KNOWLEDGE OF CURRICULUM: demonstrates knowledge of curricular issues in various subject areas; shows a balanced concern for all areas of curriculum.				
2.02	INSTRUCTIONAL IMPROVEMENT: Is familiar with good teaching methods; assists teachers to to improve diagnostic and teaching procedures.				
2.03	INSERVICE AND FACULTY MEETINGS: organizes periodic small group and/or total faculty and/or inservice meetings which are effective in classifying problems and policies and providing professional growth and guidance to teachers.				
2.04	ADAPTABILITY: cultivates among the faculty an interest in and awareness of new teaching techniques and curriculum areas.				
2.05	RAPPORT: secures the cooperation of the faculty and the community in achieving the goals of the school.				
2.06	ACHIEVING OBJECTIVES: strives to clarify the objectives of the school and accomplishes significant improvement each year.				
2.07	EVALUATION: systematically evaluates the instructional program, uses results in working with faculty to plan program improvement.				
2.08	EXTRA-CURRICULAR ACTIVITIES: coordinates, supports and attends extra-curricular activities; encourages staff members to attend.				
SUMMARY STATEMENT 2.00 (Attach additional statement if needed)					

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	Meets and/or Exceeds Standards	Area of Concern	Unsatisfactory
<b>3.00 COMMUNICATION AND INTERPERSONAL SKILLS</b>			
3.01 FACULTY: demonstrates concern for teacher problems and encourages open discussion of issues.			
3.02 COMMUNITY/PARENTS: seeks to know and involve the community/parent, to interpret the school's program to them, and to cooperate in worthwhile community parent programs.			
3.03 STUDENTS: strives to understand students; considers any reasonable request; communicates to students the reason for school policies.			
3.04 MORALE: develops high staff morale; operates in a democratic manner; encourages excellence in staff performance through constructive suggestion; commends achievements of staff members.			
3.05 SUPPORT: respects the professional judgment of teachers.			
3.06 CENTRAL ADMINISTRATION: cooperates with central administrative staff in disseminating the district philosophy, policies and program.			
SUMMARY STATEMENT 3.00 (attach additional statement if needed)			

**4.00 PERSONAL QUALITIES**

4.01 APPEARANCE: is careful of appearance, posture, grooming, and dress.			
4.02 INITIATIVE: shows sustained effort and enthusiasm in the quality and quantity of work accomplished.			
4.03 COMMUNICATION SKILLS: communicates effectively with groups; speaks distinctly; uses standard oral and written English.			
4.04 PROFESSIONAL GROWTH: endeavors to improve methods and techniques by attending workshops, summer school, professional meetings and conferences, and by reading professional literature.			
SUMMARY STATEMENT 4.00 (attach additional statement if needed)			

**5.00 DESEGREGATION LEADERSHIP SKILLS**

5.01 Organize desegregation effort to include appropriate input from staff.			
5.02 Organize desegregation effort to include appropriate input from parents.			
5.03 Follows personnel guidelines as adopted by Pulaski County Special School District.			
5.04 Is committed to the desegregation effort of the Pulaski County Special School District.			
5.05 Effectively monitors multicultural activities within the school.			
5.06 Insures equitable representation in Pulaski County Special School District activities and programs.			
5.07 Monitors the disciplinary practices and/or procedures of the Pulaski County Special School District.			
SUMMARY STATEMENT 5.00 (attach additional statement if needed)			

<b>DESEGREGATION</b> —Degree which desegregation efforts are supported, implemented and monitored.			
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**This evaluation has been discussed with me.**

**YES**

**NO**

I  have attached a statement

I  have not attached a statement

Signature of the evaluatee

Date

\*1. Self-improvement goal(s) or principals marked satisfactory or above in all categories will be established jointly by the evaluatee and evaluator and become a part of the continuing evaluation. (Form 9.13)

\*2. A narrative must accompany any checks in these categories. The evaluator must make suggestions for improvement and work with the evaluatee to establish goal(s) (Form 9.13). The goals shall be established during the follow-up conference. Periodic observations should be made and assistance provided prior to the next evaluation.

<p><b>DISTRIBUTION</b>                  White – Personnel Office                  Canary – Dir. Of Elem/Sec Ed.                  Pink -- Principal</p>
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