



Administrator Appraisal
Secondary Assistant Principal

Name: \_\_\_\_\_ Appraiser: \_\_\_\_\_

General for each domain regarding this position. The supervisor may write in additional job specific or personal indicators on the final page of the instrument. Each domain will be rated according to the following scale:

- Meets or Exceeds - Performance meets or exceeds expectations = 3
In Progress - Growth is evident = 2
Below Expectations - Performance does not meet expectations =1
Not Applicable - Performance is not expected = N/A

I. Instructional Management Rating: 3 2 1 N/A

- 1. Implements the policies and directives of the Board and TEA.
2. Observes and identifies those aspects of the teacher's classroom instructional program in need of improvement and suggests alternate avenues of improvement.
3. Cooperates and is a contributing member of the school administrative team.
4. Assists with the planning, implementation, operation, supervision, and evaluation of the educational program of the school.
5. Provides support for the teaching staff through the efficient and timely allocation of instructional resources and materials.

Comments: \_\_\_\_\_

II. School/Organizational Climate Rating: 3 2 1 N/A

- 1. Promotes a positive, caring climate for learning.
2. Fosters collegiality, team-building and communication among staff, encouraging their active involvement in decision-making.
3. Mediates and facilitates effective resolution of conflicts in a timely fashion.
4. Provides recognition for excellence and achievement.

Comments: \_\_\_\_\_

III. School/Organizational Improvement Rating: 3 2 1 N/A

- 1. Assists in implementing the short and long range campus and district goals.
2. Contributes to the continuing development of policies directed toward school improvement.

Comments: \_\_\_\_\_

IV. Personnel Management Rating: 3 2 1 N/A

- 1. Evaluates the personnel under his or her supervision, and makes recommendations to the principal.
2. Uses the T-TESS appropriately and ensures that evaluations clearly and accurately represent staff performance.
3. Participates with the principal in the selection of personnel.

