

## LAFAYETTE PARISH SCHOOL BOARD PRINCIPAL-ASSISTANT PRINCIPAL EVALUATION/SELF EVALUATION FORM

Administrator's Name \_\_\_\_\_ Position \_\_\_\_\_

Location \_\_\_\_\_ Date of observation \_\_\_\_\_

Observer's Name \_\_\_\_\_ Title \_\_\_\_\_

Use one of the following codes in each blank below:

**[SP (Successful Performance), NI (Needs Improvement), UP (Unsatisfactory Performance), NR (Not rated)]**

A summary of Commendations/Recommendations must be written under the comments sections. A narrative explanation of each NI or UP rating must be written under the comments section.

1. **Vision** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. The centrality of students to the school vision and goals.
  - \_\_\_\_\_ B. Involving the school community in establishing the school vision and goals.
  - \_\_\_\_\_ C. Enabling students to think critically about complex issues.
2. **Teaching and Learning** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Collaborative development of teaching strategies and curricular modifications that ground student learning in real-world situations and promote critical thinking.
  - \_\_\_\_\_ B. Developing a caring environment that nurtures teaching and learning.
3. **School Management** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Building a safe, orderly environment.
  - \_\_\_\_\_ B. Upholding local, state, and federal laws, policies, regulations, and procedures, including being fiscally responsible and ensuring quality support services.
  - \_\_\_\_\_ C. Making management decisions to enhance learning and teaching.
4. **School Improvement** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Empowering others by engaging in collaborative problem solving and decision making, building capacity through staff development, and encouraging divergent perspectives from the school community.
  - \_\_\_\_\_ B. Examining one's own assumptions, practices, and beliefs in the light of new knowledge.
  - \_\_\_\_\_ C. Encouraging faculty experimentation in order to maximize opportunities for all students to learn.
5. **Professional Development** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Ongoing change processes.
  - \_\_\_\_\_ B. Faculty expertise and collaborative work strategies.
  - \_\_\_\_\_ C. Fostering creativity and establishing high expectations in self and others.
6. **School-Community Relations** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Promoting the school as an integral part of the community.
  - \_\_\_\_\_ B. Diversity as a strength.
  - \_\_\_\_\_ C. Promoting the positive aspects of the school, celebrating successes, acknowledging the school's shortcomings, and involving the community in overcoming problems within the school.
7. **Professional Ethics** -- The principal believes in, values, and commits to:
  - \_\_\_\_\_ A. Being accurate in providing information while respecting the rights of others.
  - \_\_\_\_\_ B. Principled action in upholding the substance of laws, policies, regulations, and procedures.
  - \_\_\_\_\_ C. Using the influence of the principalship constructively and productively in the service of all students.

**Comments by Evaluator:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Commendations/Recommendations:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Overall Evaluation (check one):  
 \_\_\_\_\_ Successful Performance                      \_\_\_\_\_ Needs Improvement                      \_\_\_\_\_ Unsatisfactory Performance  
 An analysis of this evaluation indicates an intensive assistance program is needed?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Signature of Evaluator: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Comments by Evaluatee: \_\_\_\_\_  
 \_\_\_\_\_

I have read and discussed the content of this evaluation form. My signature denotes neither agreement nor disagreement. It does indicate that I have received a copy of this form.  
 Self-evaluation to be placed in official file: Yes  No  Or placed in unofficial file in principals' office: Yes  No

Signature of Evaluatee \_\_\_\_\_ Date \_\_\_\_\_

If Self-Evaluation, initial of Principal/Supervisor/Evaluator denotes receipt of Self Evaluation \_\_\_\_\_ Date \_\_\_\_\_  
 Copy distribution: White – Human Resources Office    Pink – Evaluatee    Yellow - Evaluator                      6/2000