

**LAFAYETTE PARISH SCHOOL BOARD  
PRINCIPAL-ASSISTANT PRINCIPAL OBSERVATION FORM**

Years: 0 - 3 \_\_\_\_\_ 4+ \_\_\_\_\_

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

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

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

Use one of the following codes in each blank below:  
[SP (Successful Performance), NI (Needs Improvement), UP (Unsatisfactory Performance), NR (Not rated)]

**Note:** A narrative explanation of each NI or UP rating must be written on this form. This explanation will point out the area of weakness and make suggestions of improvement.

**I. Vision** - The principal engages the school community in developing and maintaining student-centered vision for education which forms the basis for school goals and guides the preparation of students as effective, lifelong learners in a pluralistic society.

<p><b>The principal demonstrates the ability to:</b></p> <p>____ 1. Work collaboratively with the school community to develop and maintain shared school vision.</p> <p>____ 2. Bring the school vision to life by using it to guide decision making about students and the instructional programs.</p> <p>____ 3. Maintain faculty focus on developing learning experiences that will enable students to prosper in subsequent grades and as adults.</p> <p>____ 4. Maintain open communication with the school community and effectively convey high expectations for student learning to the community.</p> <p>____ 5. Provide opportunities and support for collaboration, the exchange of ideas, experimentation with innovative teaching strategies, and ongoing school improvement.</p> <p>____ 6. Monitor, assess, and revise the school vision and goals as needed.</p> <p>____ 7. Foster the integration of students into mainstream society while valuing diversity.</p>
<p><b>Comments:</b></p>

**II. Teaching and Learning** - The principal uses a knowledge of teaching and learning in working collaboratively with the faculty and staff to implement effective and innovative teaching practices which engage students in meaningful and challenging learning experiences.

<p><b>The principal demonstrates the ability to:</b></p> <p>____ 1. Recognize, model, and promote effective teaching strategies that enable students to apply what they learn to real world experiences.</p> <p>____ 2. Encourage and support both the use of innovative, research-based teaching strategies to engage students actively in solving complex problems and methods of student assessment which will enhance learning for all students.</p> <p>____ 3. Conduct frequent classroom visits and periodic observations, provide constructive feedback to faculty and staff, and suggest models of effective teaching techniques when needed.</p> <p>____ 4. Foster a caring, growth-oriented environment for faculty and students, one in which high expectations and high standards for student achievement are emphasized.</p> <p>____ 5. Promote collaboration and team building among faculty.</p>
<p><b>Comments</b></p>

**III. School Management** - The principal promotes the success of all students by ensuring management of the organization, operations, and resources for a safe and orderly learning environment.

- The principal demonstrates the ability to:**
- 1. Maintain a safe, secure, clean, and aesthetically pleasing physical school plant.
  - 2. Establish and/or implement laws, policies, regulations, and procedures that promote effective school operations.
  - 3. Maintain a positive school environment where good student discipline is the norm.
  - 4. Manage fiscal resources responsibly, efficiently, and effectively and monitor whether others do so as well.
  - 5. Manage human resources responsibly by selecting and inducting new personnel appropriately, assigning and evaluating all staff effectively, and taking other appropriate steps to build an effective school staff.
  - 6. Monitor support services such as transportation, food, health, and extended care responsibly.
  - 7. Provide and coordinate appropriate co-curricular and extra-curricular activities.
  - 8. Use shared decision making effectively in the management of the school.
  - 9. Manage time and delegate appropriate administrative tasks to maximize attainment of the school goals.
  - 10. Use available technology effectively to manage school operations.
  - 11. Monitor and evaluate school operations and use feedback appropriately to enhance effectiveness.

**Comments:**

**IV. School Improvement** - The principal works with the school community to review data from multiple sources to establish challenging standards, monitor progress, and foster the continuous growth of all students.

- The principal demonstrates the ability to:**
- 1. Provide ongoing opportunities for staff to reflect on their roles and practices in light of student standards and school goals.
  - 2. Grow professionally by engaging in professional development activities and making such activities available to others.
  - 3. Facilitate school-based research and use these other research findings to plan school improvement initiatives, pace the implementation of these changes, and evaluate their impact on teaching and learning.
  - 4. Foster the genuine continuous involvement and commitment of the school community in promoting the progress of all students toward attaining high standards.
  - 5. Enhance school effectiveness by appropriately integrating the processes of teach selection/evaluation and professional development with school improvement.

**Comments:**

**V. Professional Development** - The principal works collaboratively with the school faculty to staff and plan and implement professional development activities that promote both individual and organizational growth and lead to improved teaching and learning.

<p><b>The principal demonstrates the ability to:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Communicate a focused vision for both school and individual professional growth.</li><li><input type="checkbox"/> 2. Use research and data from multiple sources to design and implement professional development activities.</li><li><input type="checkbox"/> 3. Secure the necessary resources for meaningful professional growth, including the time for planning and the use of emerging technologies.</li><li><input type="checkbox"/> 4. Provide opportunities for individual and collaborative professional development.</li><li><input type="checkbox"/> 5. Provide incentives for learning and growth and encourage participation in professional development activities at the national, state, and parish levels.</li><li><input type="checkbox"/> 6. Assess the overall impact of professional development activities on the improvement of teaching and student learning.</li></ul>
<p><b>Comments:</b></p>

**VI. School-Community Relations** - The principal uses an understanding of the culture of the community to create and sustain mutually supportive school-community relations.

<p><b>The principal demonstrates the ability to:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Be visible and involved in the community and treat members of the school community equitably.</li><li><input type="checkbox"/> 2. Involve the school in the community while keeping the school community informed.</li><li><input type="checkbox"/> 3. Use school-community resources to enhance the quality of school programs, including those resources available through business and industry.</li><li><input type="checkbox"/> 4. Recognize and celebrate school successes publicly.</li><li><input type="checkbox"/> 5. Communicate effectively both interpersonally and through the media.</li></ul>
<p><b>Comments:</b></p>

**VII. Professional Ethics** - The principal demonstrates honesty, integrity, and fairness to guide school programs in an ethical manner.

<p><b>The principal demonstrates the ability to:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. Model ethical behavior at both the school and community levels.</li><li><input type="checkbox"/> 2. Communicate to others expectations of ethical behavior.</li><li><input type="checkbox"/> 3. Respect the rights and dignity of others.</li><li><input type="checkbox"/> 4. Provide accurate information without distortion or violating the rights of others.</li><li><input type="checkbox"/> 5. Develop a caring school environment in collaboration with the faculty and staff.</li><li><input type="checkbox"/> 6. Apply laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.</li><li><input type="checkbox"/> 7. Minimize bias in self and others and accept responsibility for his/her own decisions and actions.</li><li><input type="checkbox"/> 8. Address unethical behavior in self and others.</li></ul>
<p><b>Comments:</b></p>

**Additional Comments:**

Special Conference Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Intensive Assistance Plan Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Observer \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Comments by Administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and discussed the content of this observation 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 \_\_\_\_\_

Self evaluation to be placed in unofficial file: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_