

NEWPORT NEWS PUBLIC SCHOOLS



PERFORMANCE EVALUATION

CENTRAL OFFICE SUPERVISORY PERSONNEL

Name:

Employee ID:

Location:

Position:

Assessor:

Date:

CENTRAL OFFICE ADMINISTRATOR/SUPERVISOR

Supervisor _____

Evaluator _____

Key: D---Distinguished

P---Proficient

U---Unsatisfactory

| ASSESSMENT | PERFORMANCE INDICATORS |
|------------|--|
| 1 | Knowledge of the general goals of the school division and demonstrated understanding of potential contribution to accomplishing the goals |
| 2 | Keeps informed regarding all aspects of the instructional program with special emphasis on specific area of assigned responsibility. |
| 3 | Demonstrates knowledge and application of the principles, practices and current trends in education. |
| 4 | Demonstrates organizational skills to perform the variety of duties associated with the position |
| 5 | Demonstrates knowledge to lead curriculum development, textbook adoption/selection, budget development, and staff development |
| 6 | Initiates new or modifies existing programs according to identified needs |
| 7 | Develops and implements long- and short-range plans consistent with division goals |
| 8 | Assesses and develops recommendations on needs for facilities, equipment, and supplies with appropriate budgetary justification |
| 9 | Monitors instruction and provides feedback and support to instructional personnel |
| 10 | Establishes and maintains effective working relationships with peers, staff, pupils, parents, teachers, principals, agency representatives and others |
| 11 | Assists principals/supervisors in attempts to improve teacher (or other school employees) performance |
| 12 | Keeps the appropriate administrator and staff informed of issues and needs related to the operation of the school system |
| 13 | Communicates effectively ideas or plans to principals/supervisors and teachers |
| 14 | Offers professional advice to the appropriate administrator on matters which may require further administrative action with appropriate recommendations based on thorough study and analysis |
| 15 | Uses the division's procedures for fiscal management |
| 16 | Active professional involvement with organizations and colleagues to include leadership roles |
| 17 | Assumes active role of advocacy for the discipline in support of school division goals |
| 18 | Provides assistance in emergency situations as appropriate |
| 19 | Engages in initiatives to strengthen and increase family and community involvement |
| 20 | Initiates activities which incorporate the use of diversity to improve school culture and eliminate the disparity gap. |

Date _____

(Use the other side for comments.)

EVALUATOR'S COMMENTS:



Signatures: _____

Date _____