

**Administrator Appraisal for Mineola Independent School District
2012-13**

Name: _____
Position: _____
Date: _____

- 1. Instructional Management** - *Promotes the improvement of instruction through activities such as monitoring attendance, diagnosing student needs, assisting teachers in designing learning experiences for students, encouraging the development and piloting of innovative programs, and facilitating the planning and application of emerging technologies in the classroom.*

SUMMARY EVALUATION: Exceeds expectations
 Meets expectations
 Below expectations

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

Administrative Focus: **Monitoring and evaluating are important because of the feedback provided to teachers. The feedback provided should be specific and focused on student achievement. We promote the improvement of instruction through monitoring and evaluating!**

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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2. Organizational Climate - *Fosters a positive climate through activities such as assessing and planning improvement of school/district/community environment, reinforcing excellence, promoting a positive caring climate of working, and employing effective communication skills.*

SUMMARY EVALUATION: ___ *Exceeds* expectations
 ___ *Meets* expectations
 ___ *Below* expectations
 (check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

Administrative Focus: **Good relationships are central to the achievement of many of our responsibilities. It is with face-to-face connections we build credibility with others.**

Questions to Ponder: **Do you build and maintain an atmosphere of trust and high morale consistent with teachers?**

Do you establish and maintain effective communications between campus leadership and staff?

Do you establish a consistent and fair discipline plan for all students?

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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3. School/Organizational Improvement - *Promotes leadership in organizational improvement through activities such as collaborating in the development and articulation of a common vision of improvement, encouraging appropriate risk-taking, and ensuring continuous renewal of policies and methods.*

SUMMARY EVALUATION: *Exceeds expectations*
 Meets expectations
 Below expectations
 (check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

Professional Focus: **Promoting collaboration and creating Synergy is essential to the exchange of ideas and the creation of a common vision.**

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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4. Personnel Management - *Manages personnel effectively through activities such as delegating appropriately, recognizing exemplary performances of subordinates, encouraging personal resources to meet objectives, and evaluating the job performance of subordinates.* -

SUMMARY EVALUATION: ___ *Exceeds* expectations
 ___ *Meets* expectations
 ___ *Below* expectations

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

Professional Focus: **Collegiality and Professionalism**

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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5. Administration and Fiscal/Facilities Management - *Manages administrative, fiscal, and facilities functions responsibly through activities such as obtaining broad-based input for fiscal/financial analysis, compiling reasonable budgets and cost estimates, ensuring that facilities are maintained and upgraded as necessary, and managing a broad range of school operations (e.g., attendance, accounting, payroll, transportation).*

SUMMARY EVALUATION: ___ *Exceeds expectations*
 ___ *Meets expectations*
 ___ *Below expectations*

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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6. Student Management - *Promotes positive student conduct through activities such as helping students develop a sense of self-worth, developing and communicating guidelines for student conduct, ensuring rules are observed uniformly, disciplining students for misconduct in an effective and fair measure, support collaborating by working with faculty, and encouraging student/parent participation.*

SUMMARY EVALUATION: ___ *Exceeds expectations*
 ___ *Meets expectations*
 ___ *Below expectations*

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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7. School/Community Relations - *Promotes a positive tone for school/community relations through activities such as fostering collaborative educational efforts among members of the total school community, articulating the school mission and needs to the community, seeking support for school programs, and involving oneself in community activities that foster rapport between the district and the larger community.*

SUMMARY EVALUATION: ___ Exceeds expectations
 ___ Meets expectations
 ___ Below expectations

 (check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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8. Professional Growth and Development - *Provide leadership in professional growth and development through activities such as participating actively in professional associations, conducting oneself in an ethical and professional manner, disseminating ideas and information to other professionals, and seeking and using evaluative information for improvement of performance.*

SUMMARY EVALUATION: ___ *Exceeds* expectations
 ___ *Meets* expectations
 ___ *Below* expectations

 (check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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9. Academic Excellence Indicators and District Performance Objectives –*Provides leadership in the development of campus performance objectives, monitors academic excellence indicators, and holds district personnel accountable for student learning.*

SUMMARY EVALUATION:

___ *Exceeds expectations*

___ *Meets expectations*

___ *Below expectations*

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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10. Relationship with Supervisor

SUMMARY EVALUATION: ___ *Exceeds* expectations
 ___ *Meets* expectations
 ___ *Below* expectations

(check one of the above)

Self Evaluation Comments:

Supervisor's Comments:

You have illustrated this strength as evidenced by:

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You may want to further utilize this ability by:

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**SIGNIFICANT ACCOMPLISHMENTS
and
Goal Setting
2012-13**

Performance Goals for Remainder of 2012-13

Performance Goals for 2013-14
