

WASKOM ISD  
PRINCIPAL EVALUATION



NAME Rachael Hawkins

DATE 2-6-14

(1) Exceeds (2) Proficient (3) Below (4) Unsatisfactory

**I. SCHOOL CLIMATE**

- 1.1 Exhibits a positive and caring attitude towards staff, students and parents. 1
- 1.2 Has knowledge of the school's mission and involves the staff in decision-making when appropriate. 1
- 1.3 Provides recognition for excellence and achievement for staff and students. 1
- 1.4 Effectively resolves conflicts in a timely manner. 1

**II. SCHOOL IMPROVEMENT**

- 2.1 Is knowledgeable of the effective school correlates and utilizes data to improve the school. 2
- 2.2 Demonstrates the ability to periodically review established programs and policies for possible improvement. 1

**III. INSTRUCTIONAL MANAGEMENT**

- 3.1 Supports the teaching staff with guidelines and resources necessary to accomplish instructional goals. 1
- 3.2 Directs appropriate curriculum reviews and initiates curriculum updates as needed. 1
- 3.3 Initiates instructional programs that are related to desired instructional outcomes. 1
- 3.4 Is a cooperative and contributory member of the district administrative team. 1

**IV. PERSONNEL MANAGEMENT**

- 4.1 Uses the PDAS appropriately and ensures that evaluations comply with all guidelines and reflect staff performance. 1
- 4.2 Makes sound and effective personnel recommendations concerning placement, transfer, and contract status. 1
- 4.3 Clearly defines expectations for staff performance regarding instructional strategies, classroom management and school/community relations. 1
- 4.4 Fosters a professional relationship with staff. 1

**V. ADMINISTRATION & FISCAL**

- 5.1 Ensures that required reports are submitted promptly. 1
- 5.2 Complies with applicable district policies, state and federal laws, and regulations of the SBOE and TEA in pursuing the mission of the school. 1
- 5.3 Works with appropriate personnel in developing a campus budget. 2
- 5.4 Manages the school facilities effectively to ensure a clean, orderly and safe campus. 1
- 5.5 Maintains accurate records including pupil accounting, textbooks, and capital assets. 2

**VI. STUDENT MANAGEMENT**

- 6.1 Effectively develops and communicates school guidelines for student conduct to students, staff and parents. 1
- 6.2 Ensures that the discipline management plan is applied equitably to all students. 1
- 6.3 Resolves problems by successfully conferencing with parents, students and teachers. 1



**VII. SCHOOL/COMMUNITY RELATIONS**

- 7.1 Projects a positive image to the community
- 7.2 Encourages two-way communication between the school and the community.
- 7.3 Provides avenues for parent involvement.

1  
1  
2

**VIII. PROFESSIONAL GROWTH & DEVELOPMENT**

- 8.1 Seeks workshops/conferences that will provide professional growth opportunities.
- 8.2 Encourages staff to seek professional growth strategies that will enhance their abilities.

1  
1

**IX. ACADEMIC EXCELLENCE INDICATORS AND CAMPUS PERFORMANCE OBJECTIVES**

- 9.1 Initiates instructional and/or teaching updates designed to improve student performance as reflected by TAAS test scores.
- 9.2 Provides good student attendance by follow-up action on students with poor attendance and recognizes students with good attendance.
- 9.3 Encourages students to enroll in courses that are academically challenging.
- 9.4 Inservices teachers to have high expectations for their students.
- 9.5 Monitors the percentage of students who fail by grade level and subject, and provides leadership in developing remediation activities.

1  
1  
N/A  
1  
1

What specific recommendations do you have for the administrator to improve his/her performance?

Delegation of specific assignments has improved greatly.  
Become more proactive in planning and organizing  
specific assignments and duties.

**RECOMMENDATION**

- Recommended for extension of contract 2 year 11 month Term Contract (2013-14)(2014-15)  
Extend for 1 year (2015-16)
- Not recommended for extension of contract

Jimmy E. Coy 2-6-14  
 SUPERINTENDENT DATE

I understand that my signature does not necessarily mean I agree with the evaluation.

Rachel Hawkins 2-6-14  
 PRINCIPAL DATE