

**Administrator Job Description
Performance Appraisal/Summative Evaluation Report (Year 2010-11)**

Title: Principal, Assistant

Name: Rachel Hawkins **Campus/Dept:** Elementary

Qualifications: (1) Master's Degree or higher, (2) a Valid Administrator's Certificate, (3) at least three years teaching experience, (4) such other qualifications as the Board shall deem appropriate and acceptable **Supervises:** All personnel serving in assigned school **Job Goal:** To study the educational need of his/her students and to exercise leadership in planning and implementing an instructional program of maximum efficiency and quality.

Reports to: Principal

Job Description Review (reviewed by employee and supervisor)

Employee's signature: Rachel Hawkins Date: 1-24-11

Supervisor's signature: Wade Youngblood Date: 1-24-11

Evaluation Directions:

Using the scale below, rate the administrator's attainment of each performance criterion on the following page(s). For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale: 3-Exceeds expectations 2-Meets expectations 1-Needs improvement
0-Unacceptable

Comments or Recommendations for (please check): Job Description Evaluation
Administrator may attach a statement to explain disagreement with any of the evaluation criterion ratings.

Recommendation of Evaluator:

- Renewal and/or Extension of Contract
- Nonrenewal of Contract
- Termination of Contract
- Nonextension of Contract
- Continuation of Probationary Contract

I have read and received a copy of this evaluation.
This instrument has been reviewed by me.

Rachel Hawkins 1-24-11
Administrator's Signature Date

Wade Youngblood 1-24-11
Evaluator's Signature Date

Performance Criteria	Comments
I. SCHOOL CLIMATE	
<u>3</u> 1. Communications and promotes high expectation levels for staff and student performance.	<i>Mrs. Hawkins has taken ownership of our awards program each six weeks to initiate student recognition for attendance, behavior, & academic achievement.</i>
<u>3</u> 2. Provides proper recognition of excellence and achievement.	
<u>2</u> 3. Establishes and maintains an environment which is conducive to positive staff morale.	
<u>3</u> 4. Fosters team-building among staff by encouraging their active involvement in decision making.	
<u>2</u> 5. Mediates and facilitates effective resolution of conflicts in a timely fashion.	
<u>3</u> 6. Initiates and supports programs that facilitate a positive caring climate.	
II. SCHOOL IMPROVEMENT	
<u>3</u> 7. Actively involved in the formulation of school goals and objectives.	<i>Consistently meets with teachers regarding TEKS & curriculum (C-Scope).</i>
<u>3</u> 8. Articulates and interprets goals and objectives	
<u>3</u> 9. Assists the teachers in improving techniques of diagnosing, grouping and evaluation.	
<u>3</u> 10. Assists the teachers in implementing appropriate strategies for effective school environment	
<u>2</u> 11. Plans for the uninterrupted use of instructional time.	
III. INSTRUCTIONAL MANAGEMENT	
<u>2</u> 12. Assumes the responsibility of ensuring that staff members are aware of and adhere to the Board and Administrative policies.	<i>manages all special programs - 504, Sp. Ed., GT</i>
<u>2</u> 13. Prepares, develops, and maintains the necessary instructional records and reports in accordance with district policies and procedures.	
<u>3</u> 14. Coordinates special programs and services available in the school with the regular program of instruction.	
<u>3</u> 15. Keeps his/her principal informed of events and activities related to the principal's accountability.	<i>Keeps excellent records & makes sure all deadlines are met.</i>
<u>3</u> 16. Serves as a member of committees and attends meetings as required by the instructional program.	
<u>NA</u> 17. Assumes the responsibility for securing substitutes for staff members.	
IV. PERSONNEL MANAGEMENT	
<u>2</u> 18. Observes personnel in the performance of their duties consistent with MISD evaluation guidelines and policies.	<i>Mrs. Hawkins meets with me weekly to discuss placement of personnel & areas of needed growth for all staff.</i>
<u>3</u> 19. Is involved in making recommendations relative to personnel placement, transfer, retention, and dismissal as instructed by the principal.	
<u>3</u> 20. Encourages personnel and professional growth and leadership among staff.	
<u>2</u> 21. Collects, organizes, analyzes, interprets and evaluates data concerning the performance of building personnel as prescribed by MISD guidelines and policies as instructed by the principal.	

Job Description/Evaluation for Principal, Assistant

Performance Criteria	Comments
<p>V. ADMINISTRATIVE, FISCAL AND FACILITIES MANAGEMENT</p>	
<p><u>NA</u> 22. Assumes responsibility for textbook management.</p>	
<p><u>NA</u> 23. Inventories fixed assets and reports maintenance needs.</p>	<p><i>Always steps into whatever roles is needed - performs each task with professional attitude.</i></p>
<p><u>2</u> 24. Assumes responsibility for the utilization and operation of the school facility for both school and non-school related activities.</p>	
<p><u>2</u> 25. Supervises custodial services and the security of the building.</p>	
<p><u>3</u> 26. Provides decisive leadership in the time of school crisis.</p>	
<p><u>3</u> 27. Performs other duties as assigned by the principal.</p>	
<p>VI. STUDENT MANAGEMENT</p>	
<p><u>3</u> 28. Is involved in the supervision of extracurricular activities.</p>	
<p><u>3</u> 29. Works with faculty and encourages student input to develop student management system that results in positive student behavior and enhances school climate.</p>	<p><i>Organized our staff for UIL competition.</i></p>
<p><u>2</u> 30. Effectively develops and communications to students, staff and parents school guidelines for student conduct.</p>	<p><i>Also, organized the District UIL meet at WES - excellent planning skills.</i></p>
<p><u>2</u> 31. Insures that school rules are uniformly observed and that consequences of misconduct are applied equitably to all students.</p>	
<p><u>3</u> 32. Effectively conducts conferences with parents, students and teachers concerning school and student issues, conveying both the positive aspects of student behavior as well as problem areas.</p>	
<p><u>3</u> 33. Fosters programs for the improvement of student behavior that reflect enhanced opportunities for learning and self-discipline.</p>	
<p>VII. PROFESSIONAL GROWTH AND DEVELOPMENT</p>	
<p><u>3</u> 34. Improves leadership skills through self-initiated professional development activities.</p>	
<p><u>3</u> 35. Accepts responsibility for professional conduct regarding scheduled meetings.</p>	<p><i>Continually looks for ways to stay on top of ever changing needs of our campus.</i></p>
<p><u>3</u> 36. Adheres to the Professional Code of Ethics and Standard Practices for Texas Education.</p>	
<p>VIII. PERSONNEL MANAGEMENT</p>	
<p><u>3</u> 37. Continues development of appropriate and effective techniques for community and parent involvement.</p>	<p><i>Outstanding communication skills with students, parents, co-workers, & supervisors.</i></p>
<p><u>3</u> 38. Strives to emphasize and encourage two-way communications between the school and community.</p>	
<p><u>3</u> 39. Communications and projects a positive image that enhances the school mission effectively with students, staff, parents and community.</p>	



WASKOM ISD
CURRICULUM DIRECTOR EVALUATION

Name: Rachael Hawkins
(1) Exceeds (2) Proficient

Date: 1-24-11
(3) Below (4) Unsatisfactory

I. SCHOOL CLIMATE

- | | | |
|-----|--|----------|
| 1.1 | Develops administrative procedures for the management of curriculum | <u>2</u> |
| 1.2 | Keeps informed of developments in policies affecting curriculum | <u>2</u> |
| 1.3 | Prepares and submits any reports related to curriculum or other assignments required by the superintendent | <u>1</u> |
| 1.4 | Provides for effective communication channels with personnel | <u>1</u> |
| 1.5 | Keeps district personnel informed of major changes and/or directions in curriculum developments | <u>1</u> |

II. SCHOOL IMPROVEMENT

- | | | |
|-----|---|----------|
| 2.1 | Meets with teachers and administrators to discuss curriculum development | <u>1</u> |
| 2.2 | Works with teachers and administrators to formulate school improvement plans | <u>1</u> |
| 2.3 | Provides data for teachers and principals to consider in long-range and short-range instructional goals | <u>1</u> |
| 2.4 | Provides alternatives for the staff to consider in planning for improvement in the instructional program | <u>1</u> |
| 2.5 | Works with teachers and administrators to set instructional goals and objectives in each instructional area | <u>1</u> |
| 2.6 | Monitors program improvement activities and disseminates results to teachers | <u>1</u> |
| 2.7 | Uses evaluative findings to determine the extent to which goals are met | <u>1</u> |

III. INSTRUCTIONAL MANAGEMENT

- | | | |
|-----|--|----------|
| 3.1 | Assists with the selection, distribution and use of instructional materials | <u>2</u> |
| 3.2 | Serves as a member of the committee for the selection of textbooks | <u>2</u> |
| 3.3 | Prepares reports for use in evaluating the effectiveness of the instructional program | <u>1</u> |
| 3.4 | Supervises and coordinates the writing and revision of curriculum documents for grades PK - 12 | <u>2</u> |
| 3.5 | Appraises teachers as assigned and provides follow-up instructional assistance to teachers as needed | <u>1</u> |
| 3.6 | Coordinates district inservice activities | <u>2</u> |
| 3.7 | Completes and submits required reports assigned, to ensure district compliance with state and federal mandates | <u>1</u> |
| 3.8 | Assists the staff in the implementation of and preparation for local, state and federal directives or audits | <u>1</u> |

IV. PERSONNEL MANAGEMENT

- | | | |
|-----|--|----------|
| 4.1 | Works with teachers implementing the curriculum | <u>1</u> |
| 4.2 | Supervises teachers/aides of special programs in implementing program guidelines | <u>1</u> |
| 4.3 | Aids in providing teacher development through inservice education and other programs of professional development | <u>1</u> |
| 4.4 | Appraises teachers as assigned | <u>2</u> |
| 4.5 | Advises superintendent when necessary of any staff needs that have not been identified by administrators | <u>1</u> |

V. ADMINISTRATIVE & FISCAL FACILITIES MANAGEMENT

- | | | |
|-----|---|----------|
| 5.1 | Orchestrates the application and administration of federal funds | <u>2</u> |
| 5.2 | Performs other duties as may be assigned by the superintendent | <u>1</u> |
| 5.3 | Directs and supervises accounting for and expending of funds provided for programs delegated to this department | <u>1</u> |



VI. STUDENT MANAGEMENT

- 6.1 Supports district policies on discipline management 1
- 6.2 Coordinates pupil/personnel services in supporting the teaching/learning processes 2

VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Pursues professional growth and development through reading, attending conferences, participating in workshops and being affiliated with professional organizations 2
- 7.2 Assists staff in keeping aware of new developments that relate to their particular field 2
- 7.3 Encourages continuous professional growth among staff 1
- 7.4 Performs related duties assigned by the superintendent 1

VIII. SCHOOL/COMMUNITY RELATIONS

- 8.1 Assists district personnel in developing and implementing effective communications between the school and community 2
- 8.2 Assists staff in publicizing information about school instructional practices to community 2
- 8.3 Participates in activities that help to promote positive relationships between the community and school 1
- 8.4 Provides information to individuals and community groups (upon request) about curriculum programs and activities 1
- 8.5 Performs other duties not specified herein, as assigned by the superintendent 1

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

Rachael Hawkins maintains a very high performance level.

Continue being assertive and organized.

Develop the skill of delegating.

RECOMMENDATION

- Recommended for extension of contract
- Not recommended for extension of contract

Jimmy E. Cox 1-24-11
 SUPERINTENDENT DATE

Rachael Hawkins 1/22/11
 CURRICULUM DIRECTOR DATE

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