

## **Waskom High School**

School Avenue \* P.O. Box 748 \* Waskom, Texas 75692

Date: Tuesday, February 01, 2011

To: Mr. Jimmy Cox  
Waskom ISD  
Superintendent

From: Stuart Musick  
Waskom High School  
Principal

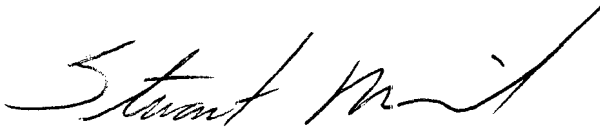
Mr. Cox –

I recommend extending the 12 month, two year, term-administrative contract of:

Brian Griffin  
Assistant Principal  
Waskom High School

I am recommending a one-year extension.  
This will make the contract extend through June 30, 2013.

Sincerely,



*Stuart Musick*  
*Principal*  
*Waskom High School*  
903-687-3361 (Ext. 1300)  
smusick@waskomisd.net

**“Reach for 80!!!”**

903-687-3361 (Ext. 1300) \* Fax # 903-687-2897

**Administrator Job Description**  
**Performance Appraisal/Summative Evaluation Report (Year 10-11)**

Title: Principal, Assistant

Name: Brian Griffin Campus/Dept: Waskom HS

**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: [Signature] Date: 2-1-11  
Supervisor's signature: [Signature] Date: 1-28-11

**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: 4-EXCEEDS EXPECTATIONS  
2-NEEDS IMPROVEMENT

3-MEETS EXPECTATIONS  
1-UNSATISFACTORY

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

Mr. Griffin has been vital in developing the  
job descriptions & responsibilities of the AP  
position in this initial year. Extremely professional  
& goes above & beyond expectations.

Recommendation of Evaluator:

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

☒ Renewal and/or Extension of Contract

☐ Nonrenewal of Contract

☐ Termination of Contract

☐ Nonextension of Contract

☐ Continuation of Probationary Contract

SAME  
Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_  
[Signature] \_\_\_\_\_ 1-28-11  
Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

"A Vision for Excellence, A Mission to Succeed"

Performance Criteria	Comments
<p><b>I. SCHOOL CLIMATE</b></p> <p><u>3</u> 1. Communications and promotes high expectation levels for staff and student performance.</p> <p><u>4</u> 2. Provides proper recognition of excellence and achievement.</p> <p><u>4</u> 3. Establishes and maintains an environment which is conducive to positive staff morale.</p> <p><u>4</u> 4. Fosters team-building among staff by encouraging their active involvement in decision making.</p> <p><u>4</u> 5. Mediates and facilitates effective resolution of conflicts in a timely fashion.</p> <p><u>4</u> 6. Initiates and supports programs that facilitate a positive caring climate.</p>	<p><i>Always has a very positive + productive working relationship with the staff and students.</i></p>
<p><b>II. SCHOOL IMPROVEMENT</b></p> <p><u>3</u> 7. Actively involved in the formulation of school goals and objectives.</p> <p><u>3</u> 8. Articulates and interprets goals and objectives</p> <p><u>3</u> 9. Assists the teachers in improving techniques of diagnosing, grouping and evaluation.</p> <p><u>3</u> 10. Assists the teachers in implementing appropriate strategies for effective school environment.</p> <p><u>4</u> 11. Plans for the uninterrupted use of instructional time.</p>	<p><i>We will continue to increase responsibilities of overseeing classroom instruction.</i></p>
<p><b>III. INSTRUCTIONAL MANAGEMENT</b></p> <p><u>4</u> 12. Assumes the responsibility of ensuring that staff members are aware of and adhere to the Board and Administrative policies.</p> <p><u>3</u> 13. Prepares, develops, and maintains the necessary instructional records and reports in accordance with district policies and procedures.</p> <p><u>3</u> 14. Coordinates special programs and services available in the school with the regular program of instruction.</p> <p><u>4</u> 15. Keeps his/her principal informed of events and activities related to the principal's accountability.</p> <p><u>4</u> 16. Serves as a member of committees and attends meetings as required by the instructional program.</p> <p><u>NA</u> 17. Assumes the responsibility for securing substitutes for staff members.</p>	<p><i>Excellent communicator.</i></p>
<p><b>IV. PERSONNEL MANAGEMENT</b></p> <p><u>4</u> 18. Observes personnel in the performance of their duties consistent with <del>WISD</del> evaluation guidelines and policies.</p> <p><u>3</u> 19. Is involved in making recommendations relative to personnel placement, transfer, retention, and dismissal as instructed by the principal.</p> <p><u>3</u> 20. Encourages personnel and professional growth and leadership among staff.</p> <p><u>4</u> 21. Collects, organizes, analyzes, interprets and evaluates data concerning the performance of building personnel as prescribed by <del>WISD</del> guidelines and policies as instructed by the principal.</p>	<p><i>Mr. Griffin has done a fantastic job of collecting + reporting our discipline data that has led to significant improvement.</i></p>

Performance Criteria	Comments
<b>V. ADMINISTRATIVE, FISCAL AND FACILITIES MANAGEMENT</b> <u>3</u> 22. Assumes responsibility for textbook management. <u>4</u> 23. Inventories fixed assets and reports maintenance needs. <u>4</u> 24. Assumes responsibility for the utilization and operation of the school facility for both school and non-school related activities. <u>3</u> 25. Supervises custodial services and the security of the building. <u>4</u> 26. Provides decisive leadership in the time of school crisis. <u>4</u> 27. Performs other duties as assigned by the principal.	Will implement + train personnel for textbook collection + distribution this Spring.
<b>VI. STUDENT MANAGEMENT</b> <u>4</u> 28. Is involved in the supervision of extracurricular activities. <u>4</u> 29. Works with faculty and encourages student input to develop student management system that results in positive student behavior and enhances school climate. <u>4</u> 30. Effectively develops and communicates to students, staff and parents school guidelines for student conduct. <u>4</u> 31. Insures that school rules are uniformly observed and that consequences of misconduct are applied equitably to all students. <u>4</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. <u>4</u> 33. Fosters programs for the improvement of student behavior that reflect enhanced opportunities for learning and self-discipline.	Is always very cooperative + willing to help in any way possible.
<b>VII. PROFESSIONAL GROWTH AND DEVELOPMENT</b> <u>3</u> 34. Improves leadership skills through self-initiated professional development activities. <u>4</u> 35. Accepts responsibility for professional conduct regarding scheduled meetings. <u>4</u> 36. Adheres to the Professional Code of Ethics and Standard Practices for Texas Education.	Sets + expects very high standards for his own performance.
<b>VIII. PERSONNEL MANAGEMENT</b> <u>3</u> 37. Continues development of appropriate and effective techniques for community and parent involvement. <u>4</u> 38. Strives to emphasize and encourage two-way communications between the school and community. <u>4</u> 39. Communications and projects a positive image that enhances the school mission effectively with students, staff, parents and community.	Excellent reputation throughout the school + community.