

Amphitheater Public Schools Assistant Principal Evaluation System

Assistant Principal

MISSION STATEMENT

To empower all students to become contributing members of society equipped with the skills, knowledge and values necessary to meet the challenges of a changing world.

WE BELIEVE

- All students can learn and achieve
- Everyone has unique strengths, talents and needs.
- All students and staff should be responsible for and dedicated to educational excellence.
- Education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and our dedication to meeting student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

2010-2013 Superintendent Goals

- 1. To continuously improve curriculum, instruction and student achievement in the District.**
- 2. To effectively control financial costs within limited financial resources while maintaining quality education for our students.**
- 3. To achieve the highest level of employee quality, cooperation, trust, and empowerment.**
- 4. To achieve the highest level of partnership with our community, in Tucson and beyond.**

The objective of all assistant principals is to concentrate efforts to facilitate the realization of the Mission and Beliefs of the District. I intend to

- **model a focus on students, instructional leadership, and student learning**
- **allow staff, teachers and community members to focus on problem solving**
- **create and emphasize a positive environment conducive to instruction and student learning**
- **create and reinforce a climate where employees “are proud of working and enjoy working” in Amphi**
- **strive to hold staff accountable for addressing student learning needs and**
- **assist to ensure district resources are appropriately expended and directed to support increased student achievement for ALL students.**

USING EVALUATION FORM

- Self assessment is completed independently
- Principal receives completed self assessment from assistant principal
- Information is compiled and a composite score is listed on each item
- A completed copy of the assessment is provided to the principal and assistant principal
- A meeting is convened with the principal and assistant principal to discuss the assessment
- The assistant principal receives original, principal receives a copy, and a copy is placed in assistant principal’s personnel file

Please check your evaluator role:

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_____ Self
_____ Principal

“I am evaluating myself.”
“I am evaluating the assistant principal.”

AMPHITHEATER ASSISTANT PRINCIPAL EVALUATION INSTRUMENT

LEADERSHIP						
	1	2	3	4	5	6
	Performance is Below Expectations		Performance Meets Expectations		Performance Exceeds Expectations	
L1. Communicates and supports a clear and focused school mission to all stakeholders which aligns with the district vision, mission and goals						
L2. Effectively assists the principal in the evaluation of instructional programs and practices making modifications or adjustments as necessary						
L3. Effectively supports the implementation of school improvement plans through continuous quarterly monitoring, collecting and analyzing data, making adjustments, and documenting progress toward established goals						
L4. Participates in professional learning to become a more effective leader						
L5. Models principles of integrity, fairness, and ethical behavior						
L6. Effectively leads/manages specific employee groups, (e.g.) custodians, grounds, monitors TA’s, behavior intervention monitors, departments, leadership teams, intervention teams, etc.)						

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STUDENT ACHIEVEMENT						
SA1. Utilizes relevant data to assist in the implementation of short and long range plans which optimize student growth						
SA2. Focuses on the deep understanding of content knowledge and effective instructional strategies used by teachers when evaluating them on the ATPES						
SA3. Implements and/or designs an effective intervention structure accessible to all students						
SA4. Promotes a culture of innovation that continually improves teaching and learning						
SA5. Ensures the use of a variety of effective formative and summative assessments to monitor growth and adjust practice to ensure student progress						
SA6. Effectively implements the teacher evaluation process to continually improve instructional practices						

RELATIONSHIPS						
R1. Builds effective professional relationships at the school, district and community levels						
R2. Facilitates positive home and school relations						
R3. Promotes ways for students and families to become involved in the school						
R4. Builds and sustains productive partnerships with community stakeholders to support student success						
R5. Conducts employee relations skillfully						
R6. Establishes and builds a positive relationship with the principal and other site and district administrators						

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PROFESSIONAL GROWTH						
P1. Analyzes school data to focus professional development programs and improve student learning						
P2. Supports and implements professional learning that is on-going, sustained, and embedded in the school culture						
P3. Supports an organizational structure that promotes collaborative learning						
P4. Knowledgeable and current in curriculum, instruction and assessment trends and developments						

MANAGEMENT						
M1. Implements effective procedures to ensure a safe and orderly educational environment for all stakeholders						
M2. Allocates resources (e.g., human, financial and material), delegates tasks, and makes adjustments as necessary to ensure the vision and mission of the school and district are met						
M3. Effectively assists in hiring, recruiting and retaining quality staff						
M4. Ensures facility maintenance, safety and cleanliness						
M5. Meets planning and reporting deadlines.						
M6. Understands and effectively implements the Amphitheater Code of Conduct						
M7. Effectively works with outside agencies to ensure student safety and welfare (e.g., Child Protective Services, Law Enforcement, Probation, County Attorney’s Office, etc.)						
M8. Designs, implements and effectively manages school events (e.g., testing, parent conferences, community events,						

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assemblies, orientations, etc.)						
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M9. (High School Athletic Director only) Effectively fulfills the duties of the site interscholastic athletic director (e.g., supports all programs, provides for the safety of participants, supervises and evaluates coaches, etc.)						
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Rating Scale Explanation:

The scale is divided into four sections:

N/A Not applicable

1-2 Performance is Below Expectations

3-4 Performance Meets Expectations

5-6 Performance Exceeds Expectations

Descriptors of each number within each section:

1: Unsatisfactory, improvement required immediately

2: Improvement required before the next evaluation cycle

3: Meets requirements

4: Meets requirements and shows beginning evidence of high performance

5: Consistent high performance

6: Model quality performance

Principal Narrative Comments:

Assistant Principal Comments:

Assistant Principal's Signature _____ **Date** _____

Principal's Signature _____ **Date** _____