

SAU #62
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
ADMINISTRATOR ASSESSMENT OF **FOR**

TO ALL: Please check your role in the District
Principal _____ Program Coordinator _____

Your cooperation is requested by completing and returning this checklist to me by _____ . I will be sharing a composite of all responses I receive with _____ . I shall not share your individual responses unless you request that I do so. I encourage you to respond because this information is one method of obtaining the principal's or program coordinator's view of administrative effectiveness. I encourage you also to provide written comments.

Place a check mark to indicate how much you agree or disagree with the following statements - SA - Strongly Agree
A- Agree D- Disagree SD - Strongly Disagree NA - Not Applicable or no opinion.

SA A D SD NA

1. Makes sure basic district policies are clearly defined and well known.
2. Maintains clear lines of authority and responsibility.
3. Allocates duties, responsibilities and schedule assignments equitably.
4. Encourages the principal's to take initiative.
5. Provides an atmosphere of trust and open communication with and between principals and program coordinators.
6. Works effectively with principals and program coordinators in establishing a budget and setting priorities.
7. Maintains good overall budget process.
8. Spends time with students in a positive way.
9. Forms constructive relationships with parents.
10. Assists staff in developing and implementing goals.
11. Handles problems in a consistent non-crisis oriented manner.
12. Sees that staff performance is evaluated effectively.
13. Is helpful in developing school based programs
14. Knows and is interested in day-to-day classroom activities and instruction.
15. Listens well.
16. Gives support and recognition to staff at appropriate times.
17. Constructively confronts poor performance on the part of the staff and administrators.
18. Sees that school resources are shared and used in an economical manner.
19. Consistently demonstrates respect for other people.
20. Is a competent and supportive administrator.
21. Suggestions for ways _____ can improve/general comments:
(continue on reverse side if more space is needed.)

Adopted by the Board on: 7/18/94

Optional Signature:

