

SUPERVISOR'S REVIEW FORM

Assistant Principal: _____ **Supervisor:** _____ **Date:** _____

Directions: Provide a written synthesis of the assistant principal's performance in each of the knowledge/skill areas. Synthesis statements should reflect patterns of behaviors. The bulleted items under each knowledge/skill area provide examples of behaviors that may be considered in describing the assistant principal's performance. Attach additional pages, if needed.

<u>Knowledge/Skill Area</u>	<u>Synthesis Statements</u>
<p>Federal/State/Local Laws and Policies</p> <ul style="list-style-type: none"> • Upholds laws/policies/guidelines • Interprets laws/policies/guidelines • Encourages support of laws/policies/guidelines 	
<p>Innovation</p> <ul style="list-style-type: none"> • Keeps abreast of teaching/learning research and best practices • Takes risks that support innovation • Thinks creatively and stimulates creativity in others • Reframes failures positively, helping the organization learn from them • Maintains successful innovations beyond the time of the original implementers and leaders • Incorporates innovations in order to produce desired results • Encourages and supports innovation 	
<p>School Operations and Management</p> <ul style="list-style-type: none"> • Determines effectiveness of school routines and facilities utilization for which responsible • Leads analysis of school organization and change processes for which responsible • Demonstrates knowledge of school operations • Establishes and maintains school routines for which responsible • Protects instructional time • Creates a safe, secure learning environment • Creates a positive climate within the school • Identifies and provides programs of interest to students that support goals, mission, and vision • Maintains repair and appearance of buildings and grounds whenever responsible • Maintains an orderly and attractive environment • Holds persons accountable for their actions 	

<u>Knowledge/Skill Area</u>	<u>Synthesis Statements</u>
<p>Fiscal Leadership and Management</p> <ul style="list-style-type: none"> • Prepares budgets and fiscal plans in areas of responsibility • Establishes and passes audits within his/her area of responsibility • Demonstrates knowledge of state foundation program • Practices sound accounting procedures • Establishes procedures for receiving and disbursing funds • Seeks additional funding through grant applications, proposals, and other means • Allocates resources within his/her control wisely and appropriately 	
<p>Management of Professional Responsibilities</p> <ul style="list-style-type: none"> • Completes tasks accurately and on time • Demonstrates punctuality • Responds to requests and circumstances positively • Models professional behavior 	
<p>Leadership of Human Resources</p> <ul style="list-style-type: none"> • Translates faculty evaluation and student assessment data into effective staff development activities • Applies principles of effective supervision • Serves as an instructional coach • Sets high expectations for those under his/her supervision • Motivates others to high levels of performance • Promotes leadership in others • Models professional growth and development 	