

**BOGALUSA CITY SCHOOL SYSTEM
PRINCIPAL/ASSISTANT PRINCIPAL FORMAL EVALUATION FORM**

Principal's Name _____ Evaluator's Name _____ Campus _____
 Grade/Assign _____ Begin/End Time _____ / _____ Date _____
 Summative Conference Date _____ Years Of Experience As Principal _____ 4+ _____ 0-3

Please place a check mark (✓) in the appropriate scoring column for each graded criteria.

I. VISION - <i>The principal/assistant principal engages the school community in developing and maintaining a student-centered vision for education which forms the basis for school goals and guides the preparation of students as effective, lifelong learners in a pluralistic society.</i> The principal/assistant principal demonstrates the ability to:	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Work collaboratively with the school community to develop and maintain shared school vision						
2. Bring the school vision to life by using it to guide decision making about students and the instructional program						
3. Maintain faculty focus on developing learning experiences that will enable students to prosper in subsequent grades and as adults						
4. Maintain open communication with the school community and effectively convey high expectations for student learning to the community						
5. Provide opportunities and support for collaboration, the exchange of ideas, experimentation with innovative teaching strategies, and ongoing school improvement						
6. Monitor, assess, and revise the school vision and goals as needed						
7. Foster the integration of students into mainstream society while valuing diversity						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

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II. TEACHING AND LEARNING – <i>The principal/assistant principal uses a knowledge of teaching and learning in working collaboratively with the faculty and staff to implement effective and innovative teaching practices which engage students in meaningful and challenging learning experiences.</i> The principal/assistant principal demonstrates the ability to:	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Recognize, model, and promote effective teaching strategies that enable students to apply what they learn to real world experiences						
2. Encourage and support both the use of innovative, research-based teaching strategies to engage students actively in solving complex problems and methods of student assessment which will enhance learning for all students						
3. Conduct frequent classroom visits and periodic observations, provide constructive feedback to faculty and staff, and suggest models of effective teaching techniques when needed						
4. Foster a caring, growth-oriented environment for faculty and students, one in which high expectations and high standards for student achievements are emphasized						
5. Promotes collaboration and team building among faculty						
TOTALS						

Comments: _____

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III. SCHOOL MANAGEMENT – <i>The principal/assistant principal promotes success by ensuring management of the organization, operations, and resources for a safe and orderly learning environment.</i> The principal/assistant principal demonstrates the ability to:	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Maintain a safe, secure, clean, and aesthetically pleasing physical school plant						
2. Establish and/or implement laws, policies, regulations, and procedures that promote effective school operations						
3. Maintain a positive school environment where good student discipline is the norm						
4. Manage fiscal resources responsibly, efficiently, and effectively and monitor whether others do so as well						
5. Manage human resources responsibly by selecting and inducting new personnel appropriately, assigning and evaluating all staff effectively, and taking other appropriate steps to build an effective school staff						
6. Monitor support services such as transportation, food, health, and extended care responsibly						
7. Provide and coordinate appropriate co-curricular and extra-curricular activities						
8. Use shared decision making effectively in the management of the school						
9. Manage time and delegate appropriate administrative tasks to maximize attainment of school goals						
10. Use available technology effectively to manage school operations						
11. Monitor and evaluate school operations and use feedback appropriately to enhance effectiveness						
TOTALS						

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IV. SCHOOL IMPROVEMENT – <i>The principal/assistant principal works with the school community to review data from a multiple sources to establish challenging standards, monitor progress, and foster the continuous growth of all students.</i> The principal/assistant principal demonstrates the ability to:	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Promote ongoing opportunities for staff to reflect on their roles and practices in light of student standards and school grades						
2. Grow professionally by engaging in professional development activities and making such activities available to others						
3. Facilitate school-based research and use these and other research findings to plan school improvement initiatives, pace the implementation of these changes, and evaluate their impact on teaching and learning						
4. Foster genuine continuous involvement and commitment of the school community in promoting the progress of all students toward attaining high standards						
5. Enhance school effectiveness by appropriately integrating the process of teacher selection, evaluation, and professional development with school improvement						
TOTALS						

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V. SCHOOL COMMUNITY RELATIONS – <i>The principal/assistant principal uses an understanding of the culture of the community to create and sustain mutually supportive school-community relations.</i>	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Be visible and involved in the community and treat members of the school community equitable						
2. Involve the school in the community while keeping the school community informed						
3. Use school-community resources to enhance the quality of school programs , including those resources available through business and industry						
4. Recognize and celebrate school successes publicly						
5. Communicate effectively both interpersonally and through the media						
TOTALS						

Comments: _____

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VI. PROFESSIONAL DEVELOPMENT - <i>The principal/assistant principal works collaboratively with the school faculty and staff to plan and implement professional development activities that promote both individual and organizational growth and lead to improved teaching and learning.</i> The principal/assistant principal demonstrates the ability to:	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Communicate a focused vision for both school and individual professional growth						
2. Use research and data from multiple sources to design and implement professional development activities						
3. Secure the necessary resources for meaningful professional growth, including the time for planning and the use of emerging technologies						
4. Provide opportunities for individual and collaborative professional growth						
5. Provide incentives for learning and growth and encourage participation in professional development activities at the national, state, and parish level						
6. Assess the overall impact of professional development activities on the improvement of teaching and student learning						
TOTALS						

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VII. PROFESSIONAL ETHICS - <i>The principal/assistant principal demonstrates honesty, integrity, and fairness to guide school programs in an ethical manner.</i>	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
The principal/assistant principal demonstrates the ability to:						
1. Model ethical behavior at both the school and community levels						
2. Communicate to others expectations of ethical behavior						
3. Respect the rights and dignity of others						
4. Provide accurate information without distortion or violating the rights of others						
5. Develop a caring school environment in collaboration with the faculty and staff						
6. Apply laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately						
7. Minimize bias in self and others and accept responsibility for his/her own decisions and actions						
8. Address unethical behavior in self and others						
TOTALS						

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VIII. EVALUATION NARRATIVE

IX. PROFESSIONAL GROWTH PLAN COMMENTARY

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XI. SELF EVALUATION

A self evaluation has been completed _____ YES _____ NO (The self evaluation is kept on file by the individual)

XII. INTENSIVE ASSISTANCE

The principal/assistant principal will be placed on Intensive Assistance _____ YES _____ NO

XIII. TOTAL EVALUATION RATING:

_____ EXCEEDS _____ NEEDS IMPROVEMENT
 _____ PROFICIENT _____ UNSATISFACTORY
 _____ SATISFACTORY

IX. POST EVALUATION CONFERENCE

My signature does not reflect any agreement or disagreement with the results of this evaluation. Rather it is an assurance that I have had the opportunity to read and discuss the evaluation.

My evaluator has given me a copy of this Evaluation Summary report and has completed the Summative Conference within fifteen (15) school days since the evaluation. *The date on this page must match the Summative Date on page one.*

Signature of Evaluator _____ Date _____

Signature of Principal/Assistant Principal _____ Date _____

Written Recommendations (if applicable):
