LASCO & MoE Teacher & Principal of the Year Award

Principal Evaluation Form

To be completed by School Board Chairman, Vice Principals and Teachers

This form is designed to help you assess your principal. Please shade **(with a blue or black ink pen)** the box that indicates your response. Results are confidential. **Please do not fold this questionnaire.**

NAME OF SCHOOL:_____REGION: _____

NAME OF PRINCIPAL:_____

Each performance factor on this form is to be rated in one of five categories, namely:

5	4	3	2	1
Outstanding	**Good**	**Average**	**Needs improvement**	**Needs much improvement**
(At all times)	**(Most of the times)**	**(Some of the times)**	**(Rarely)**	**(Never)**

A. VISION

	5	4	3	2	1
1. Collaborates with stakeholders to develop vision for the school.	○	○	○	○	○
2. Collaborates with stakeholders to establish goals and develop the School Improvement Plan.	○	○	○	○	○
3. Uses appropriate management strategies to implement the School Improvement Plan.	○	○	○	○	○
4. Facilitates the monitoring, evaluation and revision of the implementation of the School Improvement Plan.	○	○	○	○	○

B. STUDENTS' PERFORMANCE

	5	4	3	2	1
1. Guides the implementation of the curriculum in the school.	○	○	○	○	○
2. Implements strategies to ensure that all students are prepared for lifelong learning and career readiness.	○	○	○	○	○
3. Institutes appropriate strategies to monitor and evaluate students'progress.	○	○	○	○	○
4. Implements strategies to maximize learning for **all** students.	○	○	○	○	○
5. Reviews academic records to determine academic progress of the school.	○	○	○	○	○
6. Uses feedback from examination results to modify and develop the instructional programme.	○	○	○	○	○

C. SAFETY AND ORGANIZATIONAL MANAGEMENT FOR LEARNING

	5	4	3	2	1
1. Implements measures to maintain a safe and secure school environment.	○	○	○	○	○
2. Fosters a climate of mutual respect.	○	○	○	○	○
3. Deals promptly and effectively with students' misconduct.	○	○	○	○	○
4. Effectively manages and resolves conflicts and crisis.	○	○	○	○	○

D. QUALITY STAFF

	5	4	3	2	1
1. Aligns school's Professional Development Plan with its School Improvement Plan.	○	○	○	○	○
2. Ensures the provision of Professional Development support for the improvement in performance of **all** teachers and staff.	○	○	○	○	○
3. Ensures that **all** teaching and learning practices are based on current educational theories and research.	○	○	○	○	○
4. Promotes a wellness programme for the development of all staff	○	○	○	○	○
5. Supervises and assesses **all** personnel assigned to the school.	○	○	○	○	○

E. EFFECTIVE SCHOOL OPERATIONS

	5	4	3	2	1
1. Uses appropriate media to enhance communication.	○	○	○	○	○
2. Implements system of accountability.	○	○	○	○	○
3. Articulates ideas and beliefs orally and in print.	○	○	○	○	○
4. Seeks and maintains partnerships aligned to national goals.	○	○	○	○	○

F. PROFESSIONALISM

	5	4	3	2	1
1. Models professional, moral and ethical standards in all interactions.	○	○	○	○	○
2. Pursues professional development for self.	○	○	○	○	○
3. Works in a collaborative manner with all to support the mission and goals of the school.	○	○	○	○	○
4. Supports professional organizations such as the JTA	○	○	○	○	○
5. Is actively involved in community outreach programmes	○	○	○	○	○
6. Ensures that school programmes and procedures comply with the Education Act and other related guidelines.	○	○	○	○	○

ADDITIONAL COMMENTS

_____
_____
_____
_____
_____
_____
_____
_____

Name: _____

Signature_____ **Title**_____ **Date**_____