

APPENDIX

CLAY DISTRICT SCHOOLS
School-Based Administrative Performance Appraisal

Name: _____ School: _____ School Year: _____

Position: _____ Social Security # _____ - _____ - _____

I. PRE-EVALUATION Statement: I understand that this instrument shall be used in evaluating my performance in accordance with the job description and School Board Policy.

 Employee's Signature Date Evaluator's Signature/Title Date

II. PROFESSIONAL DEVELOPMENT PLAN

A Professional Development Plan is required for this employee: Yes _____ No _____ (If Yes, Please Attach)

 Employee's Signature Evaluator's Signature Date Initiated

III.

A. INSTRUCTIONAL LEADERSHIP (Check all that apply)

1	Sets annual learning gains, school improvement goals and other targets for instructional improvement for all students	
2	Uses data as a component of planning for instructional improvement	
3	Provides instructional leadership and engages staff in ongoing study of current best practices	
4	Is aware of research on instructional effectiveness and will use it as needed	
5	Demonstrates knowledge of student performance evaluation	
6	Administers policies that provide a safe school environment	
7	Plans for the accomplishment of strategic instructional goals	
8	Manages the daily operations of the school	
9	Uses school resources to achieve curricular and instructional goals	
10	Uses data to assess and monitor school improvement	
11	Uses multiple sources of data to make decisions and select instructional improvement processes	
12	Monitors and assesses student progress	
13	Understands how to use diagnostic tools to assess, identify, and apply instructional improvement	
14	Works with staff to identify strategies for improving student achievement appropriate to the school population	

B. OPERATIONAL LEADERSHIP (Check all that apply)

1	Explains and defends decisions made	
2	Uses data to make operational decisions	
3	Uses others to assist in the accomplishment of organization goals through delegation	
4	Supports student learning when making curricular and instructional decisions	
5	Makes decisions in a timely fashion using the best available information	
6	Models the use of technology as a tool in support of both educational and community activities	
7	Develops an effective teacher professional development plan to increase technology usage	

B. OPERATIONAL LEADERSHIP, Continued (Check all that apply)		
8	Uses multiple data sources to work with teachers to plan for individual professional development	
9	Demonstrates an understanding of the methods and principles of personnel evaluation	
10	Operates within the provisions of each contract as well as established enforcement and grievance procedures	
11	Sets high expectations and standards for the performance of all teachers and acts as a mentor for administrative staff	
12	Empowers others to achieve personal, professional and organizational goals	
13	Creates, models and implements a set of values for the school	
14	Develops well-reasoned educational beliefs based upon an understanding of teaching and learning	
15	Acts in accordance with federal and state constitutional provisions, statutory standards, and regulatory applications	
16	Demonstrates ability to make decisions within an ethical context	

C. SCHOOL LEADERSHIP (Check all that apply)

1	Works with staff, students and families to communicate and achieve the school's vision	
2	Effectively communicates in oral and written form	
3	Handles crisis management and conflict resolution effectively	
4	Uses shared leadership and decision-making model in the operation of the school	
5	Actively engages the community to promote student and school success	
6	Provides opportunities to involve family and community in a broad range of school activities	
7	Interacts effectively with diverse individuals and groups	
8	Is perceptive and tactful in dealing with diverse individuals and groups	
9	Arranges for students and families whose home language is not English to engage in school activities and communication through oral and written translations as needed	
10	Has a plan for the hiring and retention of a diverse staff	

IV. CONFERENCES:

<u>Date</u>	<u>Employee's Initials</u>	<u>Evaluator's Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. OVERALL PERFORMANCE RATING: (Please circle appropriate rating) **Satisfactory** or **Unsatisfactory**

Evaluator's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

And Recommendation:

Appointed _____ Not Appointed _____ Hold for Evaluation _____

**CLAY DISTRICT SCHOOLS
District Administrative Performance Appraisal**

Name: _____ Division/Department: _____ School Year: _____
Position: _____ Social Security # _____ - _____ - _____

I. PRE-EVALUATION Statement: I understand that this instrument shall be used in evaluating my performance in accordance with the job description and School Board Policy.

Employee's Signature Date Evaluator's Signature/Title Date

II. PROFESSIONAL DEVELOPMENT PLAN

A Professional Development Plan is required for this employee: Yes _____ No _____ (If Yes, Please Attach)

Employee's Signature Evaluator's Signature Date Initiated

III.

A. PROGRAM LEADERSHIP/ACCOUNTABILITY (Check all that apply)

1	Sets annual goals consistent with the district's mission and strategic planning	
2	Uses data as a component of planning	
3	Provides leadership and engages staff in ongoing study of current best practices	
4	Demonstrates knowledge of program evaluation	
5	Administers policies that provide a safe environment	
6	Uses resources through a fiscally responsible management plan to achieve goals	
7	Uses multiple sources of data to make decisions and monitor improvement towards goals	
8	Understands how to use diagnostic tools to assess, identify, and apply problem solving strategies	
9	Works with staff to identify strategies for annual improvement	

B. OPERATIONAL LEADERSHIP (Check all that apply)

1	Manages daily operations with dependability and a commitment to district mission	
2	Explains and defends decisions made thoroughly and effectively	
3	Uses others to assist in the accomplishment of organization goals through delegation	
4	Supports student learning when making decisions within the department or division	
5	Makes decisions in a timely fashion using the best available information	
6	Uses technology as needed within the scope of the department or division	
7	Demonstrates an understanding of the methods and principles of personnel evaluation	
8	Operates within the provisions of the contract as well as established enforcement and grievance procedures	
9	Sets high expectations and standards for the performance of all with regard to quality and productivity	
10	Empowers others to achieve personal, professional and organizational goals and acts as a mentor as needed within the department or division to develop leaders	

B. OPERATIONAL LEADERSHIP, Continued (Check all that apply)		
11	Creates, models and implements a set of values consistent with the district's mission	
12	Develops well-reasoned educational beliefs	
13	Acts in accordance with federal and state constitutional provisions, statutory standards, and regulatory applications	
14	Demonstrates ability to make decisions within an ethical context	

C. DISTRICT LEADERSHIP (Check all that apply)		
1	Works with others to communicate and achieve the district's vision through demonstrated leadership	
2	Handles crisis management and conflict resolution effectively	
3	Uses a shared leadership decision-making model in the operation of the district as needed	
4	Actively engages the community to promote district success when needed	
5	Is perceptive and tactful in dealing with diverse individuals and groups through effective interpersonal skills	
6	Uses effective oral and written communication	
7	Has a plan for the hiring and retention of a diverse staff	

IV. CONFERENCES:

<u>Date</u>	<u>Employee's Initials</u>	<u>Evaluator's Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. OVERALL PERFORMANCE RATING: (Please circle appropriate rating) Satisfactory or Unsatisfactory	
Evaluator's Signature: _____	Date: _____
Administrator's Signature: _____	Date: _____
Superintendent's Signature: _____	Date: _____
Superintendent's Recommendation:	
Appointed _____	Not Appointed _____
Hold for Evaluation _____	

Job Locator: L-1.3.01

Principal

Position Grade: Principal

Evaluated By: Superintendent

Job Description:

The School Principal is responsible to the Superintendent of Schools.

Responsibilities and duties of this position include:

1. Ensure compliance with established rules, and laws in the daily operation of the school.
2. Develop and foster good public relations, efficient school volunteer/partnership programs, effective conferencing and communications with parents, students, and teachers.
3. Coordinate and monitor the curricular program of the school to maximize student learning; conduct faculty/staff meetings as needed to meet student instructional needs; implement the Sunshine State Standards.
4. Coordinate school advisory council activities and implement a school improvement plan.
5. Coordinate efficient utilization of school facilities and insure proper security, maintenance and cleanliness of the campus.
6. Be responsible for the timely and accurate submission of all required school records/reports and the accurate entry of information into the district data base.
7. Provide leadership by participating in professional development activities and encouraging the professional development of instructional, support and administrative staff including training to accurately report FTE participation, student performance, teacher appraisal, school safety, and discipline data..
8. Be responsible for effective business management operations, the development of a school budget and efficient cost accounting.
9. Maintain standards of appropriate student conduct through fair and equitable enforcement of the Clay County Public Schools Code of Student Conduct.
10. Be responsible for faithfully and effectively implementing school/district personnel procedures including: interviewing, hiring, evaluating school staff and coordinating the Teacher Induction Program, and administering master contracts.
11. Coordinate supervision of extra-curricular activities and duty assignments.
12. Provide a safe learning environment through preparation and implementation of emergency evacuation plans, fire drills, etc..
13. Be responsible for implementing programs designed to meet the needs of special student populations (Ex. ESE, Title I, Drop Out Prevention, etc.).
14. Assure that the school meets all State and Southern Association of Schools and Colleges accreditation standards.
15. Be responsible for proper receipt and accounting of all school board property and maintaining an accurate property inventory.
16. Provide for the purchase of appropriate textbooks, equipment and other instructional materials necessary to meet the needs of the students.
17. Serve on district wide committees when requested.
18. Be responsible for the development and implementation of a school technology plan.
19. Be responsible for the performance of all personnel employed by the School Board and assigned to the school site.
20. Provide for the development of an individual Teacher Training Plan for each teacher assigned to school.
21. Provide leadership for the implementation of the Florida Code of Ethics and Principles of Professional Conduct.
22. Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT), and other tests designed and adopted to measure student achievement.
23. Communicate effectively, both orally and in writing, with parents, staff, students and community.
24. Maintain visibility and accessibility on the school campus.
25. Serve as coach/mentor to Assistant Principals, new Principals or others who are preparing for School Principal certification.
26. Provide leadership for all stakeholders in the development of school beliefs, vision, mission, and goals and align them with the district mission, school improvement, and curriculum.
27. Perform other duties as assigned by the Superintendent consistent with the goals and objectives of the position.

Required Qualifications:

1. Eligible for, or has (a)Valid Florida Certification as School Principal or (b) Educational Leadership, accompanied with verification of completion of district/state Principal Preparation Program.
2. Masters Degree.
3. Completed Clay County Candidate Preparation Phase Screening and Training requirements as required by current Clay County Human Resources Management Development (HRMD) Plan.
4. Three years of successful teaching experience.
5. A minimum of two years successful school-based administrative experience.

Revised: 12/14/95, 10/21/99, 5/16/00,
2/24/05

Job Locator: L-1.3.02
Assistant Principal/Vice
Position Grade: Assistant Principal
Evaluated by: Principal

Job Description:

The assistant principal/vice is directly responsible to the school principal. He/she serves in a staff relationship with other assistant administrators in the school.

Responsibilities and duties of this position include:

1. Assume all administrative duties in absence of the principal.
2. Assist in fulfilling any duties outlined on the principal's job description and delegated by the principal.

Required Qualifications:

1. Valid Florida Educators Certificate in Educational Leadership, School Administration, School Administration/Supervision, or School Principal.
2. Masters Degree.
3. Completed the Candidate Preparation Phase of the Human Resources Management Development (HRMD) Plan.
4. Three years of successful teaching experience.

Desired Qualifications:

1. Five years of successful teaching experience.
2. Previous leadership experiences such as team leader, department head, SAC member, committee chairperson, etc..

Revised: 4/20/89, 12/14/95

SCHOOL DISTRICT OF CLAY COUNTY
ADMINISTRATOR
Professional Development Plan

School Year _____

Initiation Date _____

Name _____

School _____

Position _____

ADMIN. CLUSTER	OBJECTIVES	ACTIVITIES/STRATEGIES	INTERIM CHECK POINTS	RESULTS/COMMENTS

Monitoring Plan for Activity Implementation _____

Monitoring Dates: _____

Signatures: _____
 Evaluator _____ Administrator _____

CLAY COUNTY ADMINISTRATOR APPRAISAL PROCESS

