



Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
14. Establishes and/or implements laws, policies, regulations, and procedures that promote effective school operations.		
15. Maintains a positive school environment where proper student discipline is the norm.		
16. Manages fiscal resources responsibly, efficiently, and effectively and monitors whether others do so as well.		
17. Manages 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.		
18. Monitors support services such as transportation, food, health, and extended care responsibly.		
19. Provides and coordinates appropriate co-curricular and extra-curricular activities.		
20. Uses shared decision making effectively in the management of the school.		
21. Manages time and delegates appropriate administrative tasks to maximize attainment of school goals.		
22. Uses available technology to manage school operations.		
23. Monitors and evaluates school operations and uses feedback appropriately to enhance effectiveness.		
24. Provides ongoing opportunities for staff to reflect on their roles and practices in light of student standards and school goals.		
25. Grows professionally by engaging in professional development activities and making such activities available to others.		
26. Facilitates school-based research and uses these and other research findings to plan school improvement initiatives, pace the implementation of these changes, and evaluate their impact on teaching and learning.		
27. Fosters the genuine continuous involvement and commitment of the school community in promoting the progress of all students toward attaining high standards.		
28. Enhances school effectiveness by appropriately integrating the processes of teacher selection/evaluation and professional development with school improvement.		
29. Communicates a focused vision for both school and individual professional growth.		
30. Uses research and data from multiple sources to design and implement professional development activities.		
31. Secures the necessary resources for meaningful professional growth, including the time for planning and the use of emerging technologies.		
32. Provides opportunities for individual and collaborative professional development.		
33. Provides incentives for learning and growth and encourages participation in professional development activities at the national, state, and parish levels.		
34. Assesses the overall impact of professional development activities on the improvement of teaching and student learning.		
35. Is visible and involved in the community and treats members of the school community equitably.		
36. Involves the school in the community while keeping the school community informed.		
37. Uses school-community resources to enhance the quality of school programs, including those resources available through business and industry.		
38. Recognizes and celebrates school successes publicly.		
39. Communicates effectively, both interpersonally and through the media.		
40. Models ethical behavior at both the school and community levels.		
41. Communicates expectations of ethical behavior to others.		
42. Respects the rights and dignity of others.		
43. Provides accurate information without distortion and without violating the rights of others.		

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
44. Develops a caring school environment in collaboration with faculty and staff.		
45. Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.		
46. Minimizes bias in self and others and accepts responsibility for his/her own decisions and actions.		
47. Addresses unethical behavior in self and others		
48. Functions as the Officially Designated Representative of the school system at IEP meetings.		
49. Serves as a model of professionalism and communicates educational values.		
50. Assists with the recruiting, selecting, and assigning of appropriate personnel for the effective delivery of the school program.		
51. Utilizes clear and grammatically correct oral and written communications.		
52. Seeks input from parents and the community as to how the quality of education can be improved.		
53. Encourages the volunteer participation of parents and the community and uses this resource to enhance the quality of education in the schools.		
54. Follows the rules and regulations of the St. John the Baptist Parish School Board.		
55. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.		
56. Attends work regularly and arrives punctually.		
57. Displays proper respect for superiors.		
58. Observes professional lines of communication at all times with individuals inside and outside the school system.		
59. Develops and implements a professional growth plan.		
60. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty and respects the rights of others.		
61. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when with others.		
62. Accepts other duties as may be assigned which are related to the scope of the job.		

The evaluatee is recommended for continued employment: Yes\_\_\_\_\_ No\_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

***The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.***

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

<b>PERFORMANCE RESPONSIBILITIES</b>	<b>Rating</b>	<b>Comments</b>
-------------------------------------	---------------	-----------------

Evaluatee: \_\_\_\_\_

Date: \_\_\_\_\_