

Staff Perceptions of Administrator Performance

Name of School: _____

School Year _____

Name of Assistant Principal: _____

The purpose of this survey is to provide constructive feedback to building level administrators.

Please return to the office by _____

Please circle agreement, disagreement or not applicable with each statement using the following:

(SA) Strongly Agree (A) Agree (D) Disagree (SD) Strongly Disagree (N) Not Applicable

Write comments in the spaces provided on this questionnaire.

I. VISIBILITY & INVOLVEMENT

THE ASSISTANT PRINCIPAL OF THIS SCHOOL:

1. Is visible on campus during the school day.	SA	A	D	SD	N
2. Visits classrooms on a regular basis.	SA	A	D	SD	N
3. Is accessible to teachers.	SA	A	D	SD	N
4. Becomes involved in school and classroom activities upon request.	SA	A	D	SD	N
5. Participates in staff development activities that are held at the school.	SA	A	D	SD	N
6. Attends extra-curricular activities.	SA	A	D	SD	N

COMMENTS:

II. COMMUNICATION & INTERACTION

THE ASSISTANT PRINCIPAL OF THIS SCHOOL:

1. Maintains a good working relationship with parent and community support groups.	SA	A	D	SD	N
2. Establishes a professional and concerned rapport with students, parents, and staff.	SA	A	D	SD	N
3. Treats faculty and staff members with dignity and respect.	SA	A	D	SD	N
4. Maintains open lines of communication with teachers and staff.	SA	A	D	SD	N
5. Shares information with appropriate faculty and staff members.	SA	A	D	SD	N
6. Utilizes input from faculty and staff members in the decision making process.	SA	A	D	SD	N
7. Gathers facts prior to taking action.	SA	A	D	SD	N

COMMENTS:

III. INSTRUCTIONAL CLIMATE AND LEADERSHIP

THE ASSISTANT PRINCIPAL OF THIS SCHOOL:

1. Makes an effort to boost morale throughout the school.	SA	A	D	SD	N
2. Is open to new ideas and suggestions to create/maintain a positive work environment.	SA	A	D	SD	N
3. Responds to teacher concerns in a timely fashion.	SA	A	D	SD	N
4. Encourages teachers to use differentiated instruction to meet the various ability levels of students.	SA	A	D	SD	N
5. Administers school and district policies in a fair and consistent manner.	SA	A	D	SD	N
6. Distributes discretionary funds and materials appropriately.	SA	A	D	SD	N
7. Keeps classroom interruptions to a minimum.	SA	A	D	SD	N
8. Is knowledgeable about and encourages the use of technology in the delivery of instruction.	SA	A	D	SD	N
9. Provides faculty and staff with information about current educational trends and educational best practices.	SA	A	D	SD	N

COMMENTS:

IV. MEETINGS & CONFERENCES

THE ASSISTANT PRINCIPAL OF THIS SCHOOL:

1. Participates in faculty meetings in an organized and purposeful way.	SA	A	D	SD	N
2. Attends parent conferences upon request.	SA	A	D	SD	N
3. Creates a supportive/constructive environment during parent conferences.	SA	A	D	SD	N
4. Communicates with teachers before responding to parent concerns.	SA	A	D	SD	N

COMMENTS:

V. SAFE & ORDERLY ENVIRONMENT

THE ASSISTANT PRINCIPAL OF THIS SCHOOL:

1. Decisively responds to situations concerning the safety and well being of teachers.	SA	A	D	SD	N
2. Decisively responds to situations concerning the safety and well being of students.	SA	A	D	SD	N
3. Takes preventive and corrective measures to safeguard school property.	SA	A	D	SD	N
4. Takes preventive and corrective action to safeguard the property of teachers and staff.	SA	A	D	SD	N
5. Strives to ensure discipline is handled in a fair and consistent manner.	SA	A	D	SD	N

COMMENTS:

NAME _____

OPTIONAL