

Staff Perceptions of Administrator Performance

Name of School:

Name of Principal:

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

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 PRINCIPAL OF THIS SCHOOL:

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

COMMENTS:

II. COMMUNICATION & INTERACTION

THE PRINCIPAL OF THIS SCHOOL:

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

COMMENTS:

III. SCHOOL OPERATIONS

THE PRINCIPAL OF THIS SCHOOL:

- Makes an effort to boost morale throughout the school. SA A D SD N
- Is open to new ideas and suggestions to create/maintain a positive work environment. SA A D SD N
- Responds to teacher concerns in a timely fashion. SA A D SD N
- Encourages teachers to use differentiated instruction to meet the various ability levels of students. SA A D SD N
- Administers school and district policies in a fair and evenhanded manner. SA A D SD N
- Distributes discretionary funds and materials appropriately. SA A D SD N
- Keeps classroom interruptions to a minimum. SA A D SD N
- Has developed a process that recognizes individual employee achievement. SA A D SD N

COMMENTS:

IV. MEETINGS & CONFERENCES

THE PRINCIPAL OF THIS SCHOOL:

- Gives a 24-hour notice before calling routine faculty meetings. SA A D SD N
- Provides a written agenda for faculty meetings. SA A D SD N
- Conducts faculty meetings in an organized and purposeful way. SA A D SD N
- Allows time at faculty meetings to include committee reports and updates. SA A D SD N
- Attends parent conferences or arranges for principal representation upon request. SA A D SD N
- Creates a supportive/constructive environment during parent conferences. SA A D SD N
- Communicates with teachers before responding to parent concerns. SA A D SD N
- Includes teacher input prior to responding to parent concerns. SA A D SD N

COMMENTS:

V. SAFE & ORDERLY ENVIRONMENT

THE PRINCIPAL OF THIS SCHOOL:

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

COMMENTS: