

**HOLLAND TOWNSHIP SCHOOL DISTRICT  
MILFORD, NEW JERSEY  
ADMINISTRATIVE EVALUATION  
SCHOOL PRINCIPAL**

| <b>PERSONNEL</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|--|----------|----------|----------|----------|----------|
| 1. Provides an open-door policy of communication which involves a willingness to listen to staff's concerns, and making one's self available to their needs. |          |          |          |          |          |
| 2. Encourages teachers to provide input into the decision making process.  |          |          |          |          |          |
| 3. Effectively delegates responsibilities to the staff in order to realize building needs.   |          |          |          |          |          |
| 4. Encourages teachers to participate in their own self-evaluation process.  |          |          |          |          |          |
| 5. Recognizes the strengths and weaknesses of staff members and works effectively and positively with teachers for the improvement of instruction.           |          |          |          |          |          |
| 6. Participates in the interviewing of teachers and making recommendations for the hiring of teachers.   |          |          |          |          |          |
| 7. Develops open communication with teacher aides, custodial staff, cafeteria staff, and volunteer aides.  |          |          |          |          |          |
| 8. Articulates with Special Service personnel the needs of children within the building.   |          |          |          |          |          |

| <b>INSTRUCTIONAL LEADERSHIP/CURRICULUM<br/>DEVELOPMENT/MAINTENANCE OF PROGRAM</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|--|----------|----------|----------|----------|----------|
| 1. Promotes programs, which realize the individual differences of students.  |          |          |          |          |          |
| 2. Provides leadership in the upgrading of currently established curricula.  |          |          |          |          |          |
| 3. Actively participates with teachers in developing and implementing curricula.   |          |          |          |          |          |
| 4. Assists in the evaluation of on-going programs with staff and central office personnel.   |          |          |          |          |          |
| 5. Encourages staff members to join with the principal in actively investigating the new and innovative programs that may upgrade the current school curriculum. |          |          |          |          |          |
| 6. Evaluates the instructional program through observations, discussions, and by interpreting the degree of student progress.                                    |          |          |          |          |          |
| 7. Determines how thoroughly and effectively the classroom teachers are planning their daily and long-range instructional program.                               |          |          |          |          |          |
| 8. Determines how effectively the classroom teachers are structuring learning experiences and the overall learning environment or setting.                       |          |          |          |          |          |
| 9. Participates in professional meetings, conferences, and in-service programs to keep abreast of current trends.  |          |          |          |          |          |
| 10. Keeps abreast with the latest professional literature.   |          |          |          |          |          |

| <b>COMMUNITY RELATIONS</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| 1. Involves parents in school programs.   |          |          |          |          |          |
| 2. Cooperates and interacts with Home and School Association.                                       |          |          |          |          |          |
| 3. Participates in district-wide presentations to the public.                                       |          |          |          |          |          |
| 4. Develops newsworthy items for office distribution.   |          |          |          |          |          |
| 5. Provides immediate follow-up to parents' concerns.   |          |          |          |          |          |
| 6. Ensures that teachers and staff maintain a positive approach toward parents.                     |          |          |          |          |          |
| 7. Provides recognition for the parents and staff efforts through newsletters and personal contact. |          |          |          |          |          |
| 8. Encourages parents to provide input into the curriculum and procedures of each school.           |          |          |          |          |          |

| <b>FINANCE AND BUDGET</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| 1. Works with staff to determine needs for preparing the school budget.                               |          |          |          |          |          |
| 2. Knowledgeable of account numbers and items within the account.                                     |          |          |          |          |          |
| 3. Establishes procedures for budget development for the building.                                    |          |          |          |          |          |
| 4. Supervises budget administration and implements sound spending procedures throughout the building. |          |          |          |          |          |

| <b>PUPILS</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| 1. Ensures that safety measures are taken within the building that provide for a safe, positive environment for staff and students. |          |          |          |          |          |
| 2. Ensures follow-up of referrals for providing better services.  |          |          |          |          |          |
| 3. Involves teachers in developing areas of need for student health, safety, or instruction.  |          |          |          |          |          |
| 4. Treats students fairly and with dignity.   |          |          |          |          |          |
| 5. Ensures proper record keeping for all students.  |          |          |          |          |          |
| 6. Develops and provides guidance approaches for students.  |          |          |          |          |          |
| 7. Maintains high standards for student achievement academically and behaviorally.  |          |          |          |          |          |
| 8. Deals with discipline problems quickly, consistently, and effectively.   |          |          |          |          |          |

| <b>ADMINISTRATIVE RELATIONS</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| 1. Works well with the Superintendent.  |          |          |          |          |          |
| 2. Is cooperative and supportive of Central Office decisions.   |          |          |          |          |          |
| 3. Communicates concerns openly and honestly to Superintendent and keeps him informed of critical issues. |          |          |          |          |          |
| 4. Seeks advice and guidance from the Superintendent when appropriate.                                    |          |          |          |          |          |
| 5. Accepts constructive criticism and displays the desire to make changes.                                |          |          |          |          |          |

1. Performance not up to standard. Should show improvement.
2. Performance normally expected of qualified employee.
3. Performance normally expected of qualified. Consistently meets and occasionally exceeds job standards.
4. Excellent performance. Consistently exceeds job standards.
5. Superior performance. Consistently outstanding performance.

(A comment and a plan for improvement should be included for any items checked in Column 1.

**COMMENDATIONS:**

**RECOMMENDATIONS:**

**NEEDS IMPROVEMENT:**

**COMMENTS:**

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

Signature: \_\_\_\_\_  
(Administrator)

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

Signature: \_\_\_\_\_  
(Superintendent)