DEDDIG UNION HIGH COLLOC DISTRICT								
PERRIS UNION HIGH SCHOOL DISTRICT ASSISTANT PRINCIPAL EVALUATION FORM								
Name	of Adr	ninistr	ator:			Year of Evaluation:		
Site:								
Empl	oyee R	elatio	ns					
Rating:								
<u>Low</u> 1	2	3	4	<u>High</u> 5	NA			
		Met the timelines outlined in the certificated and classified contracts for evaluations						
			ctively wuction	rote de	tailed evalu	uations that assessed teachers on effective elements of		
	During the evaluation process, effectively communicated to the teacher those area strengths and refinement in their instruction.							
		Evalu	uation n	neeting	s were con	ducted with the employees		
		Dealt	t with e	mploye	e discipline	in a fair and appropriate manner.		
		Conc	ducted "	'Walk-A	bout" obse	rvations throughout the school year		
		Calib	rated "\	Walk-A	bout" obser	vations using the appropriate technology.		
		Built	a worki	ng rela	tionship wit	h subordinates.		
		Treat	ted all e	employe	es in a res	pectful, fair and consistent manner.		
		Moni	tored th	ne time	sheets of th	ne classified employees		
Comr	nents:							

Professional Duties										
Rating	Rating:									
<u>Low</u>	2	3	4	<u>High</u> 5	NA					
•	_		-							
		Monitored student behavior by being visible on campus while the students were out of class								
		Fully	Fully participated in administrative coverage of extra-curricular and co-curricular student activities.							
		Posit	ive wor	king re	ationship with students.					
		Posit	ive wor	king re	ationship with parents and community.					
		Abilit	y to foll	ow dire	ctives from the principal in a timely and professional manner.					
		Thor	oughne	ss in th	e completion of assigned tasks.					
		Dem	onstrate	ed appr	opriate flexibility					
		Abilit	y to dea	al with a	adversity in professional manner					
		Work	effecti	vely wit	h assigned department groups to improve student learning.					
		Work	effecti	vely wit	h committees to improve the school as a whole					
		Dem	onstrate	es appr	opriate initiative					
C = 1111										
Comn	nents	:								

Discipline						
Rating: <u>Low</u> 1 2	High 3 4 5 NA Followed Education code and District Board Policy in dealing with student discipline					
	Followed Education code and District Board Policy in dealing with student discipline Treated all students in a respectful, fair and consistent manner. Active listener with students, parents and staff members. Communication with parents regarding student discipline issues. Communicated with appropriate staff regarding discipline issues. Worked effectively with the school Discipline Committee.					
Comments:						

Attendance								
_	Rating:							
<u>Low</u> 1	2	3	4	High 5	NA			
	-	Follo		lucation	Code and District Board Policy in dealing with student attendance			
	-	Com	munica	tion with	h parents regarding student attendance issues.			
	-	Effec	tivenes	s in the	use of the SARB/SART Process			
	-	Atten	idance (Office r	an in an efficient and effective manner.			
	-	Nurs	e's Offic	ce ran i	n an efficient and effective manner.			
	-	Work	c effectiv	vely wit	h the school Attendance Committee.			
Comr	ments:							

Coun	seling									
Ratin	Rating:									
Low				<u>High</u>						
1	2	3	4	5	NA					
		Followed Education Code and District Board Policy in decision-making involving the operations of the counseling office.								
		Mast	er Sche	edule o	rganized in a timel	y and efficient manner.				
		Teac	hers ap	propria	ately assigned to te	each classes according to their credential				
		Coun	seling	staff or	ganized and inforn	ned of the needs of students and staff.				
			Monitored that students records are updated and maintained in an effective and accurate manner.							
		Testi	ng orga	anized a	and executed follo	wing all state guidelines and mandates.				
		Counseling office communicates with parents regarding their students' progress towards graduation.								
Comr	nents:									
C										
Sumr A:	nary:									
71.										
D. D.		l -4	:							
B: Re	B: Recommendations:									
Assist	tant Pri	ncipal	Signati	ure:		Date:				
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D: .	0:	1				Dete				
Princi	rincipal Signature: Date:									

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