

**Fraser Public Schools  
Administrator Evaluation**

**Administrator Name:** \_\_\_\_\_

<b>A. SUPERVISION OF CURRICULUM AND TEACHING</b>		
1.	Supervises the instructional program through regular observations and teacher conferences.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
2.	Participates in curriculum design, trial programs and studies on building and/or district-wide basis.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
3.	Is familiar with new instructional methods, materials and equipment through conferences, publications and investigation of educational programs.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
4.	Works with staff members to improve their skills and abilities.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
<b><u>COMMENTS:</u></b>		
<b>B. COMMUNICATING EFFECTIVELY WITHIN THE SCHOOL AND DISTRICT</b>		
1.	Informs staff of the policies, rules and regulations of the school and school district and enforces their implementation.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
2.	Encourages parent participation in the school programs through parent-teacher organizations and/or parent aide programs.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
3.	A principal's primary responsibility is to building; nevertheless, there is recognition of the special needs of the entire district, and the diversity of philosophies that exist within the organization.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
4.	Keeps Superintendent apprised of activities and their continued progress as well as problem areas.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>
5.	Issues regular informational bulletins of school and district activities to teachers, students and parents.	Effective Ineffective <input type="checkbox"/> <input type="checkbox"/>

**COMMENTS:**

**C. ESTABLISHING AN ATMOSPHERE CONDUCTIVE TO LEARNING**

1.	Develops and maintains a school climate conducive to learning.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
2.	Maintains a planned program of supervisory activities, including adequate classroom visitations.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
3.	Maintains a balance of democratic and directive management styles as warranted by the situation.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>

**COMMENTS:**

**D. SETTING SCHOOL GOALS**

1.	Utilizes test results and other information in the yearly analysis of student progress and needs.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
2.	Guides and counsels students, teachers, and parents in areas of specific concern and need, and utilizes all available resources and data in planning applicable procedures for solution of problems.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
3.	Creates a school atmosphere conducive to good citizenship, attitudes and patterns of socially acceptable behavior.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>

**COMMENTS:**

**E. MANAGING FINANCIAL RESOURCES**

1. Submits required forms and reports accurately and promptly.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
2. Manages school office in an efficient and orderly manner.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
3. Spends money within the intent and confines of the budget.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>
4. Actively participates in budget development.	Effective Ineffective	<input type="checkbox"/> <input type="checkbox"/>

**COMMENTS:**

**F. SELF-ASSESSMENT**

**Please use this space to share assessment data that shows student achievement growth in your building. You may select assessments from those listed in the *Macomb County Dashboard Student Growth Measurements*. You may also describe any projects or accomplishments in your school that you would like to address.**

**EVALUATOR'S SUMMARY:**

\_\_\_\_\_  
**EVALUATOR'S SIGNATURE**

\_\_\_\_\_  
**PRINCIPAL'S SIGNATURE**

**DATE:** \_\_\_\_\_