

# NEWPORT NEWS PUBLIC SCHOOLS



## PERFORMANCE EVALUATION

### CENTRAL OFFICE SUPERVISORY PERSONNEL

**Name:**

**Employee ID:**

**Location:**

**Position:**

**Assessor:**

**Date:**

**CENTRAL OFFICE ADMINISTRATOR/SUPERVISOR**

**Supervisor** \_\_\_\_\_

**Evaluator** \_\_\_\_\_

**Key: D---Distinguished**

**P---Proficient**

**U---Unsatisfactory**

ASSESSMENT	PERFORMANCE INDICATORS
1	Knowledge of the general goals of the school division and demonstrated understanding of potential contribution to accomplishing the goals
2	Keeps informed regarding all aspects of the instructional program with special emphasis on specific area of assigned responsibility.
3	Demonstrates knowledge and application of the principles, practices and current trends in education.
4	Demonstrates organizational skills to perform the variety of duties associated with the position
5	Demonstrates knowledge to lead curriculum development, textbook adoption/selection, budget development, and staff development
6	Initiates new or modifies existing programs according to identified needs
7	Develops and implements long- and short-range plans consistent with division goals
8	Assesses and develops recommendations on needs for facilities, equipment, and supplies with appropriate budgetary justification
9	Monitors instruction and provides feedback and support to instructional personnel
10	Establishes and maintains effective working relationships with peers, staff, pupils, parents, teachers, principals, agency representatives and others
11	Assists principals/supervisors in attempts to improve teacher (or other school employees) performance
12	Keeps the appropriate administrator and staff informed of issues and needs related to the operation of the school system
13	Communicates effectively ideas or plans to principals/supervisors and teachers
14	Offers professional advice to the appropriate administrator on matters which may require further administrative action with appropriate recommendations based on thorough study and analysis
15	Uses the division's procedures for fiscal management
16	Active professional involvement with organizations and colleagues to include leadership roles
17	Assumes active role of advocacy for the discipline in support of school division goals
18	Provides assistance in emergency situations as appropriate
19	Engages in initiatives to strengthen and increase family and community involvement
20	Initiates activities which incorporate the use of diversity to improve school culture and eliminate the disparity gap.

Date \_\_\_\_\_

(Use the other side for comments.)

**EVALUATOR'S COMMENTS:**



Signatures: \_\_\_\_\_

Date \_\_\_\_\_