

TRENTON PUBLIC SCHOOLS
Trenton, New Jersey

OBSERVATION/EVALUATION BOOKLET

SCHOOL BASED ADMINISTRATOR

Francisco Durán
Superintendent of Schools

TRENTON BOARD OF EDUCATION

ANNUAL PERFORMANCE REPORT: ALL ADMINISTRATORS

Name: _____

Position: _____

Location: _____

School Year: _____

Immediate Supervisor: _____

Date: _____

_____ Performance areas of strength.

_____ Performance areas needing improvement based upon the job description.

_____ Summary of available pupil progress indicators and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the confidential administrator.

_____ Summary of Professional Improvement Plan (PIP) results for the current school-year.

Immediate Supervisor's Signature

Conference Date

A copy of this evaluation has been given to me and discussed with me, but my signature does not indicate my approval or disapproval of the evaluation.

Administrator's Signature

Date

The Annual Performance Report should reflect a summary of the current year's performance and must be completed by the immediate Supervisor.

3. Summary of available pupil progress indicators and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the confidential administrator.

EVALUATEE

EVALUATOR

DATE OF CONFERENCE

POSITION

A copy of this evaluation has been given to me and discussed with me, but my signature does not indicate my approval or disapproval of this evaluation.

Trenton Public Schools
Trenton, New Jersey

_____ Principal
_____ V. Principal
_____ Supervisor
_____ Ass't Principal
_____ Ass't Principal

Performance Evaluation Form
School – Based Administrator

Tenured _____ Non-Tenured _____

Name: _____
School: _____

Date: _____

Code: O – Outstanding NA – Not Applicable
 S – Satisfactory NO – Not Observed
 U – Unsatisfactory ID – Insufficient Data

A. Management:

1. _____ Maintains complete, personally or by delegating authority, of the school to which he or she is assigned.
2. _____ Demonstrates promptness, regular attendance and timely notification of necessary absences (Monitoring Element #6).
3. _____ Operates a safe, clean school pursuant to law and rules (Monitoring Element #5).
4. _____ Implements and maintains an orderly atmosphere conducive to student achievement.
5. _____ Assumes responsibility for the implementation of board policies, administrative directives, and state law and rules.
6. _____ Communicates orally and in writing in a clear, concise and grammatically correct manner.
7. _____ Meets reporting deadlines.
8. _____ Assigns staff duties in a fair, consistent and equitable manner.
9. _____ Prepares and carefully administers the school budget making certain all request for expenditures are within allocated amounts (Monitoring Element #10).

B. Management: Continued

10. _____ Maintains records and reports, properly filed and accessible, assuring their confidentiality and integrity.
11. _____ Assists in the implementation of the District Desegregation Plan and Affirmative Action Policy (Monitoring Element #9).
12. _____ Maintains financial records in accordance with district policy, law and rules (Monitoring Element #10).
13. _____ Establishes and maintains favorable relationships with parents in the development and execution of the school program (Monitoring Element #2).
14. _____ Establishes and maintains favorable relationships with local community and business groups, and individuals in the development and execution of the school program (Monitoring Element #2).

Evaluator's comments related to management criteria:

Evaluatee's comments related to management criteria:

C. Supervision:

1. _____ Delegates supervisory authority, when appropriate, to responsible and properly certificated staff (Monitoring Element #6).
2. _____ Works harmoniously with supervisory, teaching and support staff, practicing confidentiality and fairness.
3. _____ Establishes clearly defined goals, encourages the staff, students and community to contribute to the development of the goals (Monitoring Element \$1).
4. _____ Monitors efforts in meeting district and school educational goals (Monitoring Element #1).
5. _____ Assists in implementing and supervising the Basic Skills Program, the Bilingual/ESL Program (Bilingual Centers) and Special Education Program pursuant to law and rule (Monitoring Element #7).
6. _____ Maintains the highest expectation of staff regarding attendance and performance (Monitoring Element #4).
7. _____ Maintains the highest expectation of students regarding attendance and performance (Monitoring Element #4).
8. _____ Promotes and facilitates activities which build school pride.
9. _____ Evaluates tenured and non-tenured teaching and administrative staff in a timely and effective manner in accordance with district policy and staff law (Monitoring Element #6).
10. _____ Assists teaching staff in developing effective instructional strategies.
11. _____ Verifies and ensures that all professional staff are certified in their area(s) of assignment and are performing in their area(s) of certification (Monitoring Element #6).
12. _____ Ensures weekly administrative review of written instructional plans.

Evaluator's comments related to supervision criteria:

Evaluatee's comments related to supervision criteria:

D. Curriculum

1. _____ Provides leadership in implementing and articulating the Board approved curriculum (Monitoring Element #3).
2. _____ Promotes active participation of staff in curriculum development (Monitoring Element #3).
3. _____ Maintains and makes available current Board approved curriculum guides and courses of study (Monitoring Element #3).
4. _____ Ensures that the approved curriculum is being delivered to students (Monitoring Element #3).
5. _____ Ensures that all students are provided with guidance and counseling (Monitoring Element #3).
6. _____ Provides all students with a library skill program (Monitoring Element #3).
7. _____ Provides all students with aggregate of 150 minutes of health, safety and physical education per week (Monitoring Element #3).
8. _____ Ensures that effective study and work skills are reinforced through-out the curriculum (Monitoring Element #3).
9. _____ Assists in identifying exceptional students and in providing for their unique education needs (Monitoring Element #3).
10. _____ Plans, executes and evaluates in-service programs based upon assessed needs of the district and school (Monitoring Element #6).

Evaluator's comments related to curriculum criteria:

Evaluatee's comments related to curriculum criteria:

ADDITIONAL COMMENTS EXCEPTIONAL CONTRIBUTIONS/ACCOMPLISHMENTS
Optional

YOUR SIGNATURE BELOW ATTESTS ONLY TO THE FACT THAT YOU HAVE SEEN THIS EVALUATION AND HAVE HAD A CONFERENCE.

Evaluatee

Evaluator

Date of Conference

Position

TRENTON BOARD OF EDUCATION

PROFESSIONAL IMPROVEMENT PLAN - P.I.P.

PLANNING CONFERENCE REPORT FOR SCHOOL YEAR: _____

A. GOAL/OBJECTIVE

PLAN OF ACTION

METHOD OF ASSESSMENT

B. GOAL/OBJECTIVE

PLAN OF ACTION

METHOD OF ASSESSMENT

EVALUATEE

EVALUATOR

DATE OF CONFERENCE

POSITION

This Professional Improvement Plan should be developed by the Supervisor and the Administrator.