

# Woodrow Wilson Academy

## Principal Evaluation Instrument

**Instructions:** Complete the evaluation instrument using the scoring guide. Upon completion, individual responses will be aggregated for presentation to the principal and full board. Comments are welcome but not required. Feel free to use additional space for comments.

1	Always exceeds expectations
2	Sometimes exceeds expectations
3	Meets expectations
4	Sometimes meets expectations
5	Does not meet expectations
N/O	Not observed

### General

Models & demonstrates commitment to the WWA vision, mission & philosophies as defined in the strategic plan & board policies.	5	4	3	2	1	N/O
Is a visible leader who maintains frequent contact with staff.	5	4	3	2	1	N/O
Utilizes a participatory management style with administrative staff & other supervisory personnel.	5	4	3	2	1	N/O
Communicates effectively orally & in writing.	5	4	3	2	1	N/O
Models & supports behaviors that reflect creative thinking & effective problem solving.	5	4	3	2	1	N/O
Takes active & appropriate steps to institute needed change without being prompted & maintains efforts until resolution or completion.	5	4	3	2	1	N/O
Foster a climate of innovation.	5	4	3	2	1	N/O
Facilitates activities that build a sense of community between & among staff at all levels.	5	4	3	2	1	N/O
Facilitates activities for families that encourage a sense of community & shared purpose.	5	4	3	2	1	N/O
<b>Comments:</b>						

### Community Relations

Develops & promotes a positive relationship with the Jefferson County R-1 School District, serving as primary contact for administrative, operational & educational matters.	5	4	3	2	1	N/O
Develops & promotes a professional relationship between WWA board members & staff.	5	4	3	2	1	N/O
Communicates effectively to the school community, community at large, and media about the school's programs and its progress toward goals.	5	4	3	2	1	N/O
Demonstrates a commitment to the school community through participation in school events & functions.	5	4	3	2	1	N/O
Establishes clear lines of authority, communication & responsibilities for the administrative team.	5	4	3	2	1	N/O
In consultation with staff, prepares a master calendar that reflects the school's goals & presents the calendar to the WWA board for approval.	5	4	3	2	1	N/O

**Comments:****Management**

In conjunction with the Finance Committee, creates a school budget that reflects the school's vision, mission & goals.	5	4	3	2	1	N/O
Files timely reports required by regulatory agencies, foundations or the District.	5	4	3	2	1	N/O
Works in collaboration with the Facilities Committee & Building Engineer to develop a plan for building & campus maintenance & repair.	5	4	3	2	1	N/O
Demonstrates accuracy, thoroughness & effective use of time.	5	4	3	2	1	N/O
Analyzes relevant information, makes decisions, delegates responsibility & provides appropriate support & follow through.	5	4	3	2	1	N/O
Uses sound judgment to guide daily work.	5	4	3	2	1	N/O
Effectively delegates administrative duties to support staff & supervises their responsibilities.	5	4	3	2	1	N/O
Identifies problems in a timely manner & seeks corrective action.	5	4	3	2	1	N/O
Manages competing demands.	5	4	3	2	1	N/O
Oversees & manages the budget effectively.	5	4	3	2	1	N/O
Recruits, interviews & recommends quality individuals for administrative & administrative support staff.	5	4	3	2	1	N/O
Models to staff the commitment to modeling ways to improve quality at WWA.	5	4	3	2	1	N/O
Consistently adheres to school law, the charter, unwaived state or District policies & WWA board policies.	5	4	3	2	1	N/O
Effectively communicates policies & procedures to staff, students & parents.	5	4	3	2	1	N/O
Maintains accurate & complete financial, corporate & policy records for the school.	5	4	3	2	1	N/O

**Comments:****Educational Leadership**

Insures continuity of curriculum K-8.	5	4	3	2	1	N/O
Provides perspective on educational issues for the WWA board.	5	4	3	2	1	N/O
Articles WWA's vision for the educational program to the staff, parents & community.	5	4	3	2	1	N/O
Demonstrates commitment to WWA's vision of success for all students.	5	4	3	2	1	N/O
Ensures that standards have been established for the curricula & that all staff use these standards for instruction.	5	4	3	2	1	N/O
Documents that expectations have been established for & are being met by all staff regarding the use of quality assessments to measure student academic achievement.	5	4	3	2	1	N/O
Encourages cooperation, coordination of instruction & teamwork among staff to support the school's content based educational philosophy.	5	4	3	2	1	N/O
Supervises the teaching staff to ensure a fair & consistent grading system for assessing student academic performance.	5	4	3	2	1	N/O
Supervises the Special Education staff to ensure the academic needs of all students are met & to ensure compliance with Special Education laws.	5	4	3	2	1	N/O
Models good character for staff & students.						
Conveys the value for quality character development among staff, parents & students.						

**Comments:**

### *Professional Development*

Encourages professional development for him/herself & the administrative staff.	5	4	3	2	1	N/O
Provides staff development that prepares teachers to use the curriculum & model content standards.	5	4	3	2	1	N/O
Develops a yearly quality professional development plan that is articulated to the WWA board.	5	4	3	2	1	N/O
Encourages & provides professional development for the staff that furthers the vision & mission of WWA.	5	4	3	2	1	N/O
<b>Comments:</b>						

### *Human Relations*

Evaluates staff in accordance with WWA policy & charter provisions.	5	4	3	2	1	N/O
Demonstrates strong knowledge of Colorado law & WWA board policy as they pertain to school staff & hiring practices.	5	4	3	2	1	N/O
Builds a safe & cooperative staff environment.	5	4	3	2	1	N/O
Provides regular performance feedback to staff & motivates them to perform well.	5	4	3	2	1	N/O
Hires & retains highly qualified staff members.	5	4	3	2	1	N/O
<b>Comments:</b>						

### *Professional Conduct & Job Knowledge*

Displays commitment to professional excellence.	5	4	3	2	1	N/O
Exhibits good listening skills & accepts feedback from the WWA board, staff & parents as is appropriate.	5	4	3	2	1	N/O
Applies feedback to improve job performance.	5	4	3	2	1	N/O
Demonstrates a high level of job knowledge & skills.	5	4	3	2	1	N/O
Demonstrates knowledge of educational pedagogy, classroom methodology, instructional practices & a content-rich educational program.	5	4	3	2	1	N/O
Demonstrates a high level of knowledge for the use of standards & assessments & their role in student academic achievement.	5	4	3	2	1	N/O
<b>Comments:</b>						

### *Communication*

Communicates effectively using a variety of techniques & systems.	5	4	3	2	1	N/O
Communicates effectively with parents, students, staff & community members using appropriate communication methods.	5	4	3	2	1	N/O
Communication exhibits diplomacy & sound judgment.	5	4	3	2	1	N/O
Advocates for charter schools in the public arena whenever possible.	5	4	3	2	1	N/O
<b>Comments:</b>						

### *Board Relations*

Communicates & interacts with the WWA board in an open & professional manner.	5	4	3	2	1	N/O
Presents changes to the program or curricular changes to the WWA board for approval prior to implementation of such changes.	5	4	3	2	1	N/O
Adheres to board policies	5	4	3	2	1	N/O
Communicates relevant issues to the WWA board in a timely manner.	5	4	3	2	1	N/O

Establishes & meets yearly job performance goals as communicates to the WWA board.	5	4	3	2	1	N/O
Effectively carries out the yearly objectives as articulated in the strategic plan.	5	4	3	2	1	N/O
<b>Comments:</b>						

*Additional Comments:*