**ADMINISTRATION IMAGE QUESTIONNAIRE**

In an effort to evaluate your administrator we are asking you to respond to the following questions honestly and frankly by filling out this form. Please return it to the board chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_. If you have specific suggestions for ways that this administration could help to improve the school, please add your comments. We earnestly ask for your candid opinions. PLEASE SIGN YOUR NAME so that if there are questions or issues that need discussion we know who to talk to. This will be kept confidential.

Using the following code, circle the number which represents your reaction to each question:

1= Never 3= Sometimes 5= Always

2= Seldom 4= Usually

**What is your opinion concerning these aspects of the principal:**

1. Does he express his ideas smoothly and articulately? 1 2 3 4 5
2. Is he patient, understanding, considerate, and courteous? 1 2 3 4 5
3. Does he show interest and enthusiasm toward his work? 1 2 3 4 5
4. Does he demonstrate a thorough knowledge and understanding of school administration? 1 2 3 4 5
5. Does he demonstrate the initiative and persistence needed to accomplish goals and objectives? 1 2 3 4 5
6. Does he support those responsible to him? 1 2 3 4 5
7. Does he adjust rapidly to changes in plans or procedures? 1 2 3 4 5
8. Does he function effectively under pressure? 1 2 3 4 5
9. Does he consider divergent views? 1 2 3 4 5
10. Does he encourage staff members to raise questions and express opinions? 1 2 3 4 5
11. Does he assign tasks to personnel capable of carrying them out? 1 2 3 4 5
12. Does he show a willingness to try new approaches or methods? 1 2 3 4 5
13. Does he clearly define and explain what is expected of staff members? 1 2 3 4 5
14. Does he treat staff members in an unbiased and impartial manner? 1 2 3 4 5
15. Does he create a feeling of unity and enthusiasm among those in contact with him? 1 2 3 4 5
16. Does he demonstrate a sense of humor at appropriate times? 1 2 3 4 5
17. Does he make effective decisions? 1 2 3 4 5
18. Does he effectively evaluate programs, practices, and personnel? 1 2 3 4 5
19. Does he coordinate the efforts of those responsible to him so that the organization operates at 1 2 3 4 5

peak efficiency?

1. Is he conscious of the problems that exist on your level? 1 2 3 4 5
2. Does he maintain control of his emotions when things are not going right? 1 2 3 4 5
3. Does he demonstrate leadership which results in meeting important goals and objectives? 1 2 3 4 5
4. Are his grooming and attire appropriate? 1 2 3 4 5
5. Are his communications properly written and do they accurately express his thoughts and ideas? 1 2 3 4 5
6. Does he support the policies, procedures, and philosophy of the school board? 1 2 3 4 5
7. Does he create an atmosphere which is conducive to effectively meeting goals and objectives? 1 2 3 4 5
8. Does he create a sense of trustworthiness when interacting with him? 1 2 3 4 5
9. Is his Christian testimony clear and consistent? 1 2 3 4 5

Which weakness(es) of this administrator would you most like to see improved?

1)

2)

3)

If you wish, please list one or more strengths of this administrator.