**Principal Evaluation**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please respond to the following question honestly and frankly in reference to your leader.

Evaluate the actual work and behavior of the principal.

**Grading scale:**

**1 –Needs improvement**

**2 –Satisfactory**

**3 –Very good**

**4 –Outstanding**

What are your opinions concerning the principal’s mind set and skills, relationships, communication, and leadership?

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| **Mind set and skills** | **Rating** |
| Acquires sufficient knowledge to perform job description |  |
| Demonstrates purpose, interest, enthusiasm, and meaning in his work |  |
| Discloses his strengths and weaknesses and compensates accordingly |  |
| Encourages others to take ownership in their work, to be creative and find meaning through work |  |
| Sets a personal example of integrity and models what is expected of others |  |
| Shows a willingness to try new approaches or methods ; Demonstrates continuous growth of a learner |  |
| Expresses sincere humility through his position |  |
| Keeps his commitments in a timely manner and informs others if commitment cannot be fulfilled |  |

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| **Relationships** | **Rating** |
| Expresses patience, understanding, and respect toward you |  |
| Engages in healthy conflict and facilitates resolution toward greater trust ; seek deep harmony |  |
| Supports and extends meaningful relationship to co-workers |  |
| Extends trust and builds a cultures of high-trust by vulnerability, collaboration, and love |  |
| Considers divergent views and is easy to be entreated |  |
| Expresses regret and feels shame appropriate for the failure and engages in restoring losses |  |
| Create a feeling of belonging through presence and performance |  |

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| **Communication** | **Rating** |
| Expresses his ideas clearly and makes them understandable |  |
| Invites criticism and values others opinion of improvement |  |
| Encourages staff members to raise question, express opinions, and participate in decisions |  |
| Helps others think and talk about all the factors that might affect a situation |  |
| Aware and proactive in addressing problems that exist around them |  |
| Enlists others to help shape the future and truly develops a shared vision |  |
| Expresses appreciation and meaningfully affirms good performance. |  |
| Offers compassion and firmness in the experience of correction and shame. |  |
| Mentors you in developing skills, motivations, and relational sensitivities |  |

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| **Leadership** | **Rating** |
| Establishes clear expectations, adequate resources, and procedures needed to accomplish goals |  |
| Demonstrates a thorough knowledge and understanding of administration |  |
| Accurately assesses people’s gift’s, skills, and strengths and provides opportunities accordingly |  |
| Clearly defines roles, explains procedures, and empowers staff by collaboration and delegation |  |
| Emotionally intuitive and capable of discerning and responding to the feelings of others |  |
| Creates a feeling of unity and belonging among staff |  |
| Uses effective consensuses in the decision-making process to make others a real part of the decision |  |
| Insightfully evaluates programs, practices, and personnel |  |
| Organizes people and programs to operate with simplicity and efficiency |  |
| Sensitive against the misuse of power and authority and avoids “lording it over” |  |
| Clarifies and instills core values through alignment processes and establishing metrics |  |

What are three strengths of this Leader that you value?

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What do you value as the Leader’s major accomplishments over the course of the past year?

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What leadership skills and job tasks should the Leader focus on improving next year?

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What leadership skills and job tasks did the Leader improve this past year that you really appreciate?

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