***Checksheet for Evaluation of School Principal by Board Members***

Write a number (1-3=low; 4-7=acceptable; 8-10=high) beside each item to indicate how you sense the principal is performing, as you view his work from your perspective. It is understood that you are not at school regularly and your evaluation will be considered with that in mind. The following items are selected from his job description (full copy in your policy manual). If there is some item you feel completely unable to comment on, leave it blank. Use the space between items to enlarge on any area, or write general comments at the bottom.

**As a personal leader**, maintains his personal:

\_\_ house in order

\_\_ academic, work-related skills

\_\_ relationship to brotherhood

\_\_ physical, emotional health necessary for the job

\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As a school supervisor / administrator,**

Maintains:

\_\_ good staff relationships

\_\_ healthy atmosphere of school (discipline, spiritual tone, respect)

\_\_ relations with parents

\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provides:

\_\_ helpful recommendations to committees and council

\_\_ adequate execution of council policies and directives

\_\_ support for teachers

\_\_ smooth general supervision of day to day school operation

\_\_ proper public relations and correspondence

\_\_ adequate communication among school family

\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From my point of view, one of your major strengths is:

From my point of view, one (or more) area(s) you could concentrate on to strengthen the school is:

Board member’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General comments (use back for more space):