

SUPERINTENDENT PERFORMANCE ASSESSMENT

Superintendent Name	
School Year	Year With School

#1 – Leadership

Objective	Level	Comments
Develops and monitors the organization’s mission and goals in alignment with the charters which apply to each individual school.		
Focuses on continuous improvement in the daily administration of the school.		
Uses collaborative leadership style to involve stakeholders in establishing and achieving the organization’s mission and goals.		
Establishes and utilizes processes that ready the organization and its community for change.		
Develop and maintain an atmosphere conducive to learning and student achievement.		
Communicates organizational information, goals and student learning and behavior expectations to all stakeholders.		

#2 – Information & Analysis

Objective	Level	Comments
Collects and maintains information/data appropriate to the monitoring of progress towards mission and goals of the school.		
Analyzes and uses data for decision-making to review or improve actions, plans, process and systems.		
Uses benchmarks and comparison data in the analysis of results.		
Makes data accessible to all stakeholders.		

Pinellas Preparatory Academy Teacher Performance Assessment

E = Exceeds Expectations

M = Meets Expectations

I = In Progress of Meeting

O = Not Observed/Applicable

N = Needs Improvement

#3 – Strategic Quality Planning

Objective	Level	Comments
Develops long and short term plans and goals within and to achieve the organization's mission and Strategic Plan.		
Communicates overall progress in meeting annual and long range goals to all staff so they can describe how the goals and plans relate to their work.		
Allocate resources consistent with the implementation of the annual Budget and in obtaining the school's mission and Strategic Plan.		
Utilizes a systematic process for collecting input from stakeholders and incorporates their requirements in development of the organization's annual goals.		

#4 – Customer Focus

Objective	Level	Comments
Develops positive relationships with stakeholders (students, parents, teachers and the community)		
Establishes processes and methods to respond to concerns and issues that arise.		
Establishes processes to determine what students, parents, staff and the community need, and to gauge their overall satisfaction.		
Provides leadership to support activities community involvement programs and business partnerships at the school level.		

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#5 – Human Resources

Objective	Level	Comments
Analyzes data and information to plan training to accomplish school goals.		
Builds a community and environment which supports learning and growth for everyone toward realization of the school's mission.		
Uses team approach in solving problems and improving processes and provides frequent feedback to those involved in improvement efforts.		
Contributes to positive staff morale through flexibility, support and recognition of groups and individuals working toward organizational improvement.		
Deals appropriately and professionally with personnel issues, including hiring, evaluation, staff deficiencies and retention; provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		
Assess the expertise and developmental needs of others and self and considers the aspirations of others in relation to the jobs and tasks assigned.		

#6 – Management of Processes

Objective	Level	Comments
Identifies the needs of the school in regards to managing the organization to meet the school's mission, and articulates these needs to parents, staff, community and vendors.		
Employs an improvement cycle that analyzes results and identifies root causes of operational problems and makes corrections.		
Regularly reviews the effectiveness of the instructional and curricular tools being used to meet academic goals of the organization.		
Has knowledge of supports and implements the requirements of the schools' Charter, Policies, State and Federal Policies, procedures, and laws.		

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#7 – Operational Results

Objective	Level	Comments
Maintains data over time which align to the goals to be used in improvement in the areas of:		
Student Achievement		
Employee Well Being		
Safe Learning Environment		

#87 – Not-For-Profit CEO

Objective	Level	Comments
Provides support and logistical oversight for the Board of Directors (i.e. preparing agendas, ensuring reports are submitted, timely public notice for meetings).		
Regularly attends and participates in the meetings of the Board of Directors.		
Arranges for all required reports and documents to be filed with the School Board, State of Florida and the Federal Government.		
Ensures the Board of Directors receives information regarding the general operation of the school and any problems which arise.		
Coordinates and oversees the annual budget, audit process, maintenance of financial accounts.		

Additional Comments

Date Completed:	
Superintendent Signature:	Board Chairperson Signature:

By signing this form, the Principal indicates only that he/she has received a copy of this form, and does not indicate agreement with the ratings.

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PINELLAS PREPARATORY ACADEMY, INC.
PRINCIPAL PERFORMANCE ASSESSMENT

<i>Principal Name</i>	
<i>School Year</i>	<i>Year With School</i>

#1 – Leadership

Objective	Level	Comments
Develops and monitors the school’s mission and goals in alignment with the school’s charter.		
Focuses on continuous improvement in the daily administration of the school.		
Uses collaborative leadership style to involve stakeholders in establishing and achieving the school’s mission and goals.		
Establishes and utilizes processes that ready the school and its community for change.		
Develop and maintain a school atmosphere conducive to learning and student achievement.		
Communicates school information, goals and student learning and behavior expectations to all stakeholders.		

#2 – Information & Analysis

Objective	Level	Comments
Collects and maintains information/data appropriate to the monitoring of progress towards mission and goals of the school.		
Analyzes and uses data for decision-making to review or improve actions, plans, process and systems.		
Uses benchmarks and comparison data in the analysis of results.		
Makes data accessible to all stakeholders.		

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#3 – Strategic Quality Planning

Objective	Level	Comments
Develops long and short term plans and goals within and to achieve the School's mission and Strategic Plan.		
Communicates overall progress in meeting annual and long range goals to all staff so they can describe how the goals and plans relate to their work.		
Allocate resources consistent with the implementation of the annual Budget and in obtaining the school's mission and Strategic Plan.		
Utilizes a systematic process for collecting input from stakeholders and incorporates their requirements in development of the school's annual goals.		

#4 – Customer Focus

Objective	Level	Comments
Develops positive relationships with stakeholders (students, parents, teachers and the community)		
Establishes processes and methods to respond to concerns and issues that arise.		
Establishes processes to determine what students, parents, staff and the community need, and to gauge their overall satisfaction.		
Provides leadership to support activities community involvement programs and business partnerships at the school level.		

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#5 – Human Resources

Objective	Level	Comments
Analyzes data and information to plan training to accomplish school goals.		
Builds a school community and environment which supports learning and growth for everyone toward realization of the school's mission.		
Uses team approach in solving problems and improving processes and provides frequent feedback to those involved in improvement efforts.		
Contributes to positive staff morale through flexibility, support and recognition of groups and individuals working toward school improvement.		
Deals appropriately and professionally with personnel issues, including hiring, evaluation, staff deficiencies and retention; provides feedback on professional performance and offers assistance to strengthen weaknesses in performance.		
Assess the expertise and developmental needs of others and self and considers the aspirations of others in relation to the jobs and tasks assigned.		

#6 – Management of Processes

Objective	Level	Comments
Identifies the needs of the school in regards to managing the school to meet the school's mission, and articulates these needs to parents, staff, community and vendors.		
Employs an improvement cycle that analyzes results and identifies root causes of operational problems and makes corrections.		
Regularly reviews the effectiveness of the instructional and curricular tools being used to meet academic goals of the school.		
Has knowledge of supports and implements the requirements of the schools' Charter, Policies, State and Federal Policies, procedures, and laws.		

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#7 – Operational Results

Objective	Level	Comments
Maintains data over time which align to the goals to be used in improvement in the areas of:		
Student Achievement		
Employee Well Being		
Safe Learning Environment		

Additional Comments

Date Completed:	
Principal Signature:	Board Chairperson Signature:

By signing this form, the Principal indicates only that he/she has received a copy of this form, and does not indicate agreement with the ratings.

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