

Observation Tool for Admin

Administrator's name:

Date:

Observer:

<b>A. Spiritual Development</b>	No evidence	Needs Improvement	Acceptable	Good	Excellent
1. Demonstrates Christ-like character					
2. Exhibit's God's love to others					
3. Seeks and Maintains a close relationship with Jesus Christ					
4. Speaks in a Christ-like matter and refrains from gossip					
<b>B. Personal Characterisitcs</b>	No evidence	Needs Improvement	Acceptable	Good	Excellent
1. Attitude toward responsibilities- school, administration, staff, parents, students					
2. Dependability and Reliability					
3. Patience and Understanding					
4. Initiative					
5. Resourcefulness					
6. Willing to learn and grow					
7. Ability to work independently					
8. Flexibility					
9. Acts as a positive role model for students/adults					
10. Accepts and acts upon constructive suggestions					
11. Level of enthusiasm towards job					
<b>C. Effectiveness in Communication</b>	N/A	Needs Improvement	Acceptable	Good	Excellent
1. Parents and potential parents					
2. Supervisors					
3. Co-workers					
4. Students					
<b>D. Work Quality</b>	N/A	Needs Improvement	Acceptable	Good	Excellent
1. Professionalism					
2. Productivity					
3. Timely completion of Tasks					
4. Program planning and organization					
5. Ability to follow through					
6. Knowledge/execution of policies and procedures					
7. Implementation of updated and innovative strategies					
8. Correct completion of paperwork on time					
<b>E. Working with Students</b>	No evidence	Needs Improvement	Acceptable	Good	Excellent
1. Creates a warm and loving environment					
2. Accepts each student as God's unique creation					
3. Adjusts teaching techniques to the daily needs of the students					
4. Encourages creativity					
5. Models appropriate problem solving techniques					
6. Guides student's behavior in a positive manner					
7. Encourages independence and self-reliance					
8. Engages with students, being present and responsive					
9. Uses conscious discipline to deal with disciplinary situations					
10. Uses knowledge of students to adjust own behavior					

<b>F. Working with Teachers</b>	No evidence	Needs Improvement	Acceptable	Good	Excellent
1. Supports teachers when the teacher is dealing with parents					
2. Supports teachers when the teacher is dealing with students					
3. Supports teachers when the teacher is dealing with other staff					
4. Supports teachers in curriculum and design					
5. Responds appropriately to conflict between staff members					
6. Responds appropriately to conflict between staff and parents					
7. Responds appropriately to conflict between staff and students					
8. Responds positive to teacher advice and suggestions					
9. Refrains from gossip and negative speech in front of students					
<b>G. Working with Advisors</b>	Needs Improvement		Acceptable	Good	Excellent
1. Responds in a professional manner to the requests and decisions of the board and advisors					
2. Holds staff meeting as required					
3. Supports EH in words and actions					
4. Regularly attends professional development courses					
5. Ability to follow through with advice from more seasoned professionals					
<b>H. Growth Goals</b>					

Staff Member signature \_\_\_\_\_ Date \_\_\_\_\_

Administration signature \_\_\_\_\_ Date \_\_\_\_\_