

**2008- 2009
Legacy Academy
Principal Evaluation
(Staff)**

Scoring Guide:	
Exceeds expectations	3
Meets expectations	2
Does not meet expectations	1
Not Observed	N/O

Human Relations / Personnel Mgmt.				
Demonstrates strong knowledge of Colorado State Statutes and Legacy Academy Board policy as they pertain to the responsibilities of school staff and hiring practices	3	2	1	N/O
Builds a safe and cooperative staff environment	3	2	1	N/O
Provides regular performance feedback to staff and motivates them to perform well	3	2	1	N/O
Promotes and empowers personal and professional growth in staff	3	2	1	N/O
Delegates responsibilities appropriately and effectively	3	2	1	N/O
Handles staff conflict in a professional and timely manner	3	2	1	N/O
Works well in group problem solving situations	3	2	1	N/O
Includes staff in planning	3	2	1	N/O
Makes himself/herself available to staff to help solve problems	3	2	1	N/O
Comments:				

Leadership				
Carries out the vision, mission, and philosophy of Legacy Academy.	3	2	1	N/O
Develops long-range plans and sets goals and objectives for Legacy Academy in accordance with the guidelines of the Board.	3	2	1	N/O
Demonstrates strong leadership qualities	3	2	1	N/O
Inspires respect and trust from the staff and school community	3	2	1	N/O
Models and supports behaviors that reflect creative thinking and effective problem solving	3	2	1	N/O
Takes appropriate steps to institute needed change without being prompted, and maintains efforts until resolution or completion	3	2	1	N/O
Comments:				

Management and Administration				
Demonstrates accuracy, thoroughness, and effective use of time	3	2	1	N/O
Uses sound judgment to guide daily work	3	2	1	N/O
Effectively uses a variety of skills and resources to accomplish tasks	3	2	1	N/O
Identifies problems in a timely manner and seeks corrective action	3	2	1	N/O
Manages competing demands	3	2	1	N/O
Comments:				

Communication				
Communicates effectively with students, staff, and parents using appropriate communication methods	3	2	1	N/O
Provides consistent and timely communication to parents by way of news letters, memos, or scheduled reports	3	2	1	N/O
Communicates changes to schedules in a timely manner	3	2	1	N/O
Exhibits good listening skills and accepts feedback	3	2	1	N/O
Advocates for charter school in the public arena whenever possible	3	2	1	N/O
Comments:				

School Environment				
Carries out staff instruction as established in the Legacy Academy Employee Policies Handbook	3	2	1	N/O
Provides opportunities and functions that encourage school spirit and pride	3	2	1	N/O
Engenders character development in the student	3	2	1	N/O
Demonstrates a commitment to the school community through participation in school events and functions	3	2	1	N/O
Comments:				

Instructional Leadership				
Demonstrates commitment to Legacy Academy vision of success for all students	3	2	1	N/O
Demonstrates a high level of knowledge in Core Knowledge and other curriculum and the content-based method of instruction	3	2	1	N/O
Uses assessment results to facilitate the planning of instruction, implement improvement, and evaluate programs.	3	2	1	N/O
Ensures that expectations have been established for the use of Core Knowledge as the basis for instruction	3	2	1	N/O
Provides staff development that prepares staff to use Core Knowledge and other curriculum	3	2	1	N/O
Seeks methods to meet the academic needs of all students and communicates effectively with staff to see these plans are implemented	3	2	1	N/O
Oversees and monitors the special education staff ensuring the integration of the special education program and compliance with special education laws	3	2	1	N/O
Comments:				