



## TLS School Administrator Performance Review

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation for rating and examples for improvement

\_\_\_\_ Supervise implementation of school ministry policies & regulations

Comments: \_\_\_\_\_

\_\_\_\_ Supervise & evaluate school personnel according to policies, procedures, & regulations approved by the Board

Comments: \_\_\_\_\_

\_\_\_\_ Maintain a safe, clean learning environment

Comments: \_\_\_\_\_

\_\_\_\_ Plan & supervise drills as part of emergency procedures program

Comments: \_\_\_\_\_

\_\_\_\_ Prepare, supervise, & maintain all required records, reports, lists, & other paperwork

Comments: \_\_\_\_\_

\_\_\_\_ Oversee planning, organizing, implementing, & supervising of all school activities

Comments: \_\_\_\_\_

\_\_\_\_ Prepare all daily class schedules, including recess & lunch, and present to teaching staff at beginning of school year

Comments: \_\_\_\_\_

\_\_\_\_ Maintain student contact and enforce discipline, as necessary, according to School Board Policy and due process of the student

Comments: \_\_\_\_\_

\_\_\_\_ Assist in the development, revision, & evaluation of curriculum

Comments: \_\_\_\_\_

\_\_\_\_ Conduct staff meetings, as necessary, for the development & implementation of an environment conducive for student learning & achievement

Comments: \_\_\_\_\_

\_\_\_\_ Prepare & submit school ministry budgetary needs and provide oversight of expenditure of funds

Comments: \_\_\_\_\_

\_\_\_\_ Demonstrate professional growth & development through membership & participation in professional organizations, attendance at professional meetings, etc.

Comments: \_\_\_\_\_

\_\_\_\_ Engage in team ministry cross-training to prepare for possible future ministry responsibilities

Comments: \_\_\_\_\_

\_\_\_\_ Serve as a liaison between Timothy Lutheran School Ministry & its community—parents, church, and community

Comments: \_\_\_\_\_