

THE PRINCIPAL'S MINISTRY

This form is intended to be used by the principal and the School Board. Each person should fill out the form independently and then mail or return it to the chairman of the School Board. Once this is done, there should be a joint meeting to discuss the individual evaluations. The discussion should be positive in nature. Such an evaluation should be conducted at least annually, preferably on a quarterly basis.

A principal does many things. What are the most important things that need priority in his work? How can he be doing these things more effectively and efficiently? Please give us your opinion by writing appropriate numbers in the spaces below.

1. Read the entire list quickly
2. Rate each and every item for *importance* (1-7).
3. After the entire list is rated for importance, then rate each and every item for *effectiveness* (1-7).

IMPORTANCE

*Write a number (1-7) in the space indicating how important you think it is that **your principal** performs these activities.*

- 7 Most Important
- 6 Very Important
- 5 Quite Important
- 4 Average Importance
- 3 Somewhat Important
- 2 Not Very Important
- 1 Not Important
- X Not Known to Me

EFFECTIVENESS

Write a number (1-7) which indicates how well your principal is performing these activities.

- 7 Outstanding
- 6 Very Effective
- 5 Above Average
- 4 Average
- 3 Somewhat Effective
- 2 Not Very Effective
- 1 Ineffective
- X Not Known to Me

IMPORTANCE	ACTIVITIES	EFFECTIVENESS
	THE ADMINISTRATOR AS SPIRITUAL LEADER OF THE SCHOOL	
	1. Maintains a disciplined life of prayer and personal devotion.	
	2. Is a Christian role model for staff and students	
	3. Exhibits leadership in the spiritual growth of the faculty, staff and students	
	4. Works to improve the spiritual climate of the school	
	5. Demonstrates that the spiritual mission of the school is his/her highest priority	
	THE ADMINISTRATOR AS EXECUTIVE STAFF OF THE BOARD	
	6. Helps the congregation to see that vision and mission of the school.	
	7. Takes the lead in mapping out objectives, and plans the overall strategy and program.	
	8. Enforces government regulations.	
	9. Provides adequate information for effective board meetings.	

IMPORTANCE

Write a number (1-7) in the space indicating how important you think it is that **your pastor** performs these activities.

- 7 Most Important
- 6 Very Important
- 5 Quite Important
- 4 Average Importance
- 3 Somewhat Important
- 2 Not Very Important
- 1 Not Important
- X Not Known to Me

EFFECTIVENESS

Write a number (1-7) which indicates how well your pastor is performing these activities.

- 7 Outstanding
- 6 Very Effective
- 5 Above Average
- 4 Average
- 3 Somewhat Effective
- 2 Not Very Effective
- 1 Ineffective
- X Not Known to Me

IMPORTANCE	ACTIVITIES	EFFECTIVENESS
	10. Sets goals and plans to achieve them.	
	11. Keeps the Board informed of all school related activities, needs and successes.	
	12. Works well with all congregational boards and committees.	
	THE ADMINISTRATOR AS MANAGER OF THE SCHOOL	
	13. Manages all funds with skill, integrity and responsibility.	
	14. Manages the school office including records, correspondence, and information center.	
	15. Assures the safety of students, faculty and families.	
	16. Holds faculty and staff responsible for assigned tasks and procedures.	
	THE ADMINISTRATOR AS LEADER OF CURRICULUM AND INSTRUCTION	
	17. Is aware of student curriculum needs.	
	18. Motivates and assists staff as they set curriculum objectives.	
	19. Plans and implements staff development activities.	
	20. Secures appropriate involvement of students, staff, and community regarding curricular and/or instructional objectives.	
	THE ADMINISTRATOR AS STAFF LEADER	
	21. Determines staff assignments to insure a balance of classroom, school, and church responsibilities.	
	22. Promotes goal-setting/self improvement for staff members.	
	23. Maintains harmony, handles conflict, averts/addresses/resolves problems.	

IMPORTANCE

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EFFECTIVENESS

Write a number (1-7) which indicates how well your pastor is performing these activities.

- 7 Outstanding
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- 4 Average
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- 2 Not Very Effective
- 1 Ineffective
- X Not Known to Me

IMPORTANCE	ACTIVITIES	EFFECTIVENESS
	24. Uses a systematic program of teacher supervision.	
	25. Works together in team ministry with the total professional staff of the congregation.	
	26. Supports and leads the professional staff of the school and congregation.	
	27. Practices appropriate techniques of leadership.	
	THE ADMINISTRATOR AS DIRECTOR OF STUDENT RELATIONS	
	28. Is available before, during, and after school hours for conferencing with students, parents and staff.	
	29. Demonstrates fairness, firmness, and consistency in handling student problems and conflicts.	
	30. Provides leadership in student retention.	
	THE ADMINISTRATOR AS DIRECTOR OF COMMUNITY RELATIONS	
	31. Maintains effective communication with families.	
	32. Represents the school effectively and proactively within the community.	
	33. Is honest and consistent in all dealings.	
	34. Deals effectively with groups.	