

Principal Performance Scorecard Appraisal Document

Name:

Title:

School Year: 2007-2008

Performance against goals: For each goal, briefly describe the level of performance achieved. Be specific with regards to time, levels of participation, cost and deployment. Please complete your achievement level for each goal using the following scale:

1 = significantly exceeded the goal; 2 = exceeded the goal; 3 = met the goal; 4 = progress toward the goal; 5 = no measurable progress; N/A= measurement not being taken

1. Student Achievement

Goals	Targets	Results	Achievement Level
1.1) School meets passing standards on TAKS text.	90%		
1.2) Parent Portal/Parents Registered	BASELINE		
1.2a) Implement Campus Homework Plan	100%		
1.3) All processes to support student achievement are aligned	Aligned processes		
<ul style="list-style-type: none"> * AYP..... * AEIS/TAKS..... * Benchmarks..... * SDAA..... * ITBS/ITED..... * LOGRAMOS..... * Brigance..... * TPRI/Tejas Lee..... 	<p>100%</p> <p>Based on campus/student group/set by prin/area supt.</p> <p>Above grade level</p> <p>Above grade level</p> <p>95%</p> <p>70/80% or + for K</p>		

1. Student Achievement Cont'd

Goals	Targets	Results	Achievement Level
1.3a) <ul style="list-style-type: none"> * SAT/ACT..... * % of Texas Scholars.... * % of Distinguished Graduates * % Attending College * % of Students in AP classes * # of students in dual credit classes * # of National Merit * # of reclassified 9th graders * # of Bump Up Students 	900-950 SAT/19 ACT 85% 3% BASELINE Increase 5% Increase 10% 1 per High School decreased #'s Baseline/On Grade Level		
1.4) Deploy district vision and goals with staff members	All staff aware of district vision		
1.5) Campus goal for use of technology in administration and instruction	Administrative 100% Instructional 87%		
1.6) Dropout rate for campus is 1% or less	Less than 1%		
1.7) Align campus plan to the vertical/district objectives and goals	Alignment of goals and objectives.		
1.8) Completion rate/4 years.	80%		
1.8) Continuation of High School (5 years).	20%		
1.9) Achieve 97% attendance rate for campus	97%		
1.10 Campus staff development to reinforce curriculum, instruction and expectations	staff development based on campus needs		

Overall Performance Level for the Year:

1	2	3	4	5	N/A
<i>Significantly exceeds</i>	<i>Exceeds</i>	<i>Meets</i>	<i>Progressing</i>	<i>No Progress to Goal</i>	<i>No Measurement</i>

2. School Organizational Improvement

Goals	Targets	Results	Achievement Level
2.1) Monitors classrooms through CWT's	6 CWT's per teacher		
2.2) Analyzes and uses data to determine effectiveness of campus plan	Per 6 weeks		
2.3) Identify strengths and deficits by subject/grade level	Per 6 weeks		
2.4) Closed all gaps between student groups and grade levels	gaps closing		
2.5) Monitors changes to campus performance based on peer assessments.	Address OFI's on campus plans		
2.6) Monitor effectiveness of collaborative planning periods.	BASELINE: Trinity Training Results Evaluation of Collaborative Planning Periods		
Comments:			

Overall Performance Level for the Year:

1	2	3	4	5	N/A
<i>Significantly exceeds</i>	<i>Exceeds</i>	<i>Meets</i>	<i>Progressing</i>	<i>No Progress to Goal</i>	<i>No Measurement</i>

3. Student Management

Goals	Targets	Results	Achievement Level
3.1) Establish a campus discipline committee that will elicit positive reactions and contributions from students	Committees developed		
3.2) Develop a Discipline Framework that included consistent, practices, procedures and policies.	Discipline framework developed		
3.3) Establish consistent discipline management policies among administrators that align with the policies of the district for discipline management	Discipline policies/procedures aligned		
3.4) Ensure consequences for inappropriate behavior are consistent within each campus and between campuses in a vertical – ie. in school suspension, SAC, expulsion, assignment to alternative education center	BASELINE		
3.5) Monitor effectiveness of campus wide discipline management plans <ul style="list-style-type: none"> • # Students to COMPASS/Project • # Students/SAC • # Students/Tardies • # Students/Dress Code 			
3.6) Implement social skills program	Monthly implementation		
3.7) Crisis Intervention plan deployed and effective	Plan developed and deployed		
3.8) Effectiveness of fire safety monitoring by campus	Reduction by 50%.		
Comments:			

Overall Performance Level for the Year:

1	2	3	4	5	N/A
<i>Significantly exceeds</i>	<i>Exceeds</i>	<i>Meets</i>	<i>Progressing</i>	<i>No Progress to Goal</i>	<i>No Measurement</i>

4. Faculty and Staff Focus

Goals	Targets	Results	Achievement Level
4.1) Maintains an up-to-date website and school brochure	All campuses up to date.		
4.2) Staff development goal for campus will meet or exceed district goals	Professional: 40 Hours Support, New: 15 Hours Current: 6 Hours		
4.3) Monitor campus turnover rate	Less than 10%		
4.4) Works with the staff to continue or initiate positive, productive campus climate	7 calls per campus.		
4.5) Analyzes incidents of employees dissatisfaction, identifies root causes, develop plan to improve	Trend complaints		
4.6) Recognizes efforts and achievements and the administrative staff and teachers	Campus celebrations		
4.7) Utilizes the district's administrative appraisal instrument appropriately	Evaluate staff fairly/consistently.		
4.8) Collaborates with others to recommend hiring for campus staff	Led and served on panels		
4.9) Meets regularly with assigned staff to discuss goals and objectives, and to collaboratively develop professional improvement plans	Campus meetings goals and objectives are discussed. Tied to campus improvement plans.		
4.10) Monitors ethnicity to ensure diversity	Reflect district % for all groups. 15% up/down		
4.11) Monitors attendance	98% Goal		
Comments:			

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5. Administration/Facilities Management

Goals	Targets	Results	Achievement Level
5.1) Completes requisitions for use of buses for field trips, extended year/day, and other transportation needs on time	All requisitions on time.		
5.2) Causes school to comply with all policies and laws	Laws/waivers are monitored		
5.3) Requests waivers when applicable	Class size/Pre-K		
5.4) Proves effective in communicating district policy, goals and guidelines to area principals	Effective communication		
5.5) Evaluates and recommends facility needs	Evaluate/Monitor Maintenance/Temp. Buildings		
5.6) Use school data to predict enrollment	Enrollment with 90% projected enrollment		
5.7) Completes administrative tasks in an effective and timely manner	Tasks completed on time.		
Comments:			

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6. Stakeholder Focus

Goals	Targets	Results	Achievement Level
6.1) Monitor stakeholder communication <ul style="list-style-type: none"> • Newsletters • Calendars • Websites • Meetings • Marquees 	Monitor campus communications		
6.2) Monitors parent attendance at ACC meetings	2 per campus/meeting		
6.3) Monitors number of volunteers in schools (VISA)	Submit monthly VISA reports		
6.4) Maintain or increase number of business partners	2 per campus;		
6.5) Evaluates causes of parent dissatisfaction and develops plan for improvement	Trend complaint logs comment cards		
6.6) Monitors stakeholder satisfaction	Monitor through: Parent visits Phone calls Campus Meetings		
6.7) Monitor "welcoming" campus status.	BASELINE: Provide Training		
6.8) Monitors parent training on each campus:	2 per quarter		
6.9) Monitor dissemination of promotion and graduation policies	Review of related documentation: SSI, Graduation.		
Comments:			

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7. Financial Focus

Goals	Targets	Results	Achievement Level
7.1) Demonstrates fiscal responsibility over assigned budgets	Appropriate budget expenditures		
7.2) Monitors expenditures to results	Monitor: Accountability Ratings Audits, Scorecards		
Comments:			

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8. Professional Growth and Development

Goals	Targets	Results	Achievement Level
8.1) Uses information provided through assessment instruments, the district appraisal process, and evaluative feedback to improve performance.	Seek professional development opportunities to increase student achievement and process management training		
8.2) Strives to improve leadership skills through self-initiated professional development activities - Leadership/Data - Technology Integration Instruction – Strategies for Differentiation	60 Hours		
8.3) Conducts oneself in a professional, ethical, and responsible manner	100%		
Comments:			

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9. Other

Goals	Targets	Results	Achievement Level
9.1) Performs other duties as assigned by the Area Superintendent	100%		
Comments:			

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Additional Comments:
