

HEADMASTER PERFORMANCE EVALUATION FORM

This evaluation form is to be used by members of the Board to periodically assess the performance of the Headmaster against established performance objectives. Specific instructions regarding the timing of completion and process facilitation will be distributed prior to each evaluation cycle.

Headmaster:		Completion Date:	
Evaluation Period:		Return To:	
Board Member:		Return Deadline:	

A.	Primary Responsibilities of the Headmaster Consider the factors listed below when forming your evaluation. Provide relevant examples when possible.	1 - Unacceptable	2 - Improvement Needed	3 - Achieved Expectations	4 - Exceeds Expectations	5 - Exceptional	Average

1.	Spiritual Leadership						
a.	Exhibits Christian maturity that is both consistent and growing						
b.	Maintains an approachable and humble manner with staff to resolve any issues						
c.	Maintains his own house well						
d.	Encourages faculty and staff to grow spiritually by example						
e.	Actively reconciles conflict when it arises using biblical methods						
f.	Exhibits the fruit of the spirit						
Comments / Examples:							

2.	Leadership						
a.	Exhibits strong leadership skills						
b.	Develops effective strategies in conjunction with the board and staff						
c.	Is respected by staff						
d.	Is committed to and reinforces Petra's commitment to quality in all we do						
e.	Is a strong and persuasive proponent for Classical Christian education						

Comments / Examples:	
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A.	Primary Responsibilities of the Headmaster (Continued) Consider the factors listed below when forming your evaluation. Provide relevant examples when possible.	1 -	2 -	3 -	4 -	5 -	Average
		Unacceptable	Improvement Needed	Achieved Expectations	Exceeds Expectations	Exceptional	

3.	Faculty Responsibilities						
a.	Organizes and executes a plan for staff evaluations and improvements						
b.	Delegates responsibility where necessary						
c.	Keep staff informed of all relevant policies, procedures and events						
d.	Makes continuing diligent efforts to develop and maintain positive, biblical relations with staff thereby maintaining good staff morale						
e.	Oversees non instructional staff						
f.	Makes recommendations to the Board about retention, discipline and dismissal of all staff						
g.	Makes at least bimonthly visits to each classroom, weekly visits are preferable						
Comments / Examples:							

4.	Instructional Leadership						
a.	Keeps informed of the knowledge in Classical Christian Education						
b.	Works closely with the Curriculum Development Director to improve curriculum						
c.	Stays up to date on the political and educational issues that affect the school						
d.	Encourages growth of the faculty through in-service, workshops and class visitations						
e.	Conducts effective faculty meetings						
f.	Oversees discipline policy administration						
g.	Organizes annual standardized testing						
h.	Seeks professional and personal development						

Comments / Examples:	
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A.	Primary Responsibilities of the Headmaster (Continued) Consider the factors listed below when forming your evaluation. Provide relevant examples when possible.	1 - Unacce ptable	2 - Improv ement Needed	3 - Achie ved Expe ctatio ns	4 - Exceed s Expect ations	5 - Excepti onal	Averag e

5.	Organization and Management						
a.	Supervises the mail/correspondence from the school						
b.	Supervises the day to day operations of the school						
c.	Monitors the needs of the school program and solves problems promptly						
d.	Organizes the various programs for the school (Renaissance Fair, Grandparents Day, Back to School Night, Field Day)						
e.	Organizes or delegates the fundraising duties for parents						
f.	Manages book and supply inventory for all students and staff						
g.	Manages equipment and orders repair and replacement when necessary						
h.	Schedules yearly school calendar						
Comments / Examples:							

6.	Finance						
a.	Works within the parameters of the adopted budget for the year						
b.	Ensures accurate record keeping						
c.	Prepares the annual budget for the Board with assistance of Administrative Assistant						
d.	Collects all tuition						
e.	Submits monthly and quarterly financial reports for the Board to review						
f.	Safeguards all checks and cash at the school						

Comments / Examples:	
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A.	Primary Responsibilities of the Headmaster (Continued) Consider the factors listed below when forming your evaluation. Provide relevant examples when possible.	1 -	2 -	3 -	4 -	5 -	Average
		Unacceptable	Improvement Needed	Achieved Expectations	Exceeds Expectations	Exceptional	

7.	Public Relations/Development						
a.	Encourages and coordinates enrollment of new students in the spring						
b.	Executes the re-enrollment policy in place in the month of January						
c.	Builds and maintains a positive image for the school within the school and the community at large						
d.	Conducts parent interviews and visitations of prospective students						
e.	Fosters and maintains proper relations with local churches and pastors						
f.	Maintains proper relations with other Christian schools, universities, businesses and local public schools						
g.	Maintains and communicates the vision for Classical Christian Education						
h.	Plans and executes the oversight of all fundraising						
Comments / Examples:							

8.	Parent Constituency						
a.	Keeps parents informed of the relevant issues and programs in their school						
b.	Actively supports the biblical role of parents in the education of their children						
c.	Encourages parent participation in the classroom and all school activities						
d.	Represents the school at parent group functions						
e.	Is available to meet with parents and other interested people						
Comments / Examples:							

A.	Primary Responsibilities of the Headmaster (Continued) Consider the factors listed below when forming your evaluation. Provide relevant examples when possible.	1 - Unac- ceptable	2 - Improv- ement Needed	3 - Achie- ved Expe- ctatio ns	4 - Exceed s Expect ations	5 - Excepti onal	Averag e
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9.	Student Relations	
a.	Exhibits godly, appropriate character toward the students	
b.	Discipline students as necessary	
c.	Maintain biblical, responsible relationships with the students	
	Comments / Examples:	

10.	Board Relations	
a.	Supports board policy and decisions	
b.	Proposes effectual policies and changes	
c.	Keeps board informed of relevant issues	
d.	Works with board in hiring qualified staff	
e.	Acts as an effective liaison between board and staff	
f.	Board package complete and delivered to board members before board meeting for review	
	Comments / Examples:	

11.	Facility Management	
a.	Oversees maintenance, cleaning and security of the school building	
b.	Coordinates and proposes development and capital improvements	
c.	Determines guidelines for extra-curricular and non-school use of the property	

Comments / Examples:	
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B.	Overall Summary Please respond to each category by inserting your observations or comments.
1.	Greatest strength as a Headmaster.
2.	Major highlights and lowlights during this performance period.
3.	Words of advice to the Headmaster.
4.	Overall Performance.

C.	Future Performance Objectives and Development Goals Identify specific, measurable objectives for the upcoming annual evaluation period. For each, describe any relevant competency development steps that should be taken in order to maximize the probability of success.
1.	Objective: Development Step(s):
2.	Objective: Development Step(s):
3.	Objective: Development Step(s):
4.	Objective: Development Step(s):
5.	Objective: Development Step(s):
6.	Objective: Development Step(s):
7.	Objective: Development Step(s):
8.	Objective: Development Step(s):

D.	Headmaster Comments