

Model Evaluation Tool for Effective Educational Leadership

When evaluating your leadership, the two key questions to keep in mind are:

- Is the behavior measureable?
- Is it observable?

Administration:

Efficiently oversees the operations of the congregational school:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains adequate student records:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains adequate teacher records:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Prepares and manages school budget:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides student evaluation (report cards, progress reports) at least twice a year:

Exceptional	Competently	Sufficient	Needs work
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Comment:

School Culture:

Promotes a positive climate in the school:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Oversees maintenance of the physical plant of the school:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains and establishes traditions and customs that support a positive school climate and goals:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Teacher Supervision:

Hires faculty in a timely manner:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Properly prepares faculty to work with curriculum:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Visits classrooms and gives teacher feedback:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides curricular support as needed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides student background for classroom success as needed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides teacher evaluation on a regular basis:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides and encourages in-service support for faculty:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides coaching and support as needed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Encourages teachers to utilize a variety of education techniques:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Student Interaction:

Perceived as a role model by the students:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Seen as approachable by students:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Trusted by students:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains a sense of humor in student interactions:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains professional dignity in student interactions:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Advocates for the students in the synagogue school:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Curriculum Development:

Is familiar with the curriculum scope and sequence:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains age appropriate behavioral objectives:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Oversees faculty to assure that curriculum is followed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Assists faculty in adjusting curriculum as needed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Discipline and Standards:

Works with board/education committee to establish school standards:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Works with teachers to support school standards:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides support for teachers who are dealing with discipline issues:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Assists teachers in communicating with parents over issues of discipline:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Parent Communications:

Inspires confidence and trust in the congregational school:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides regular communication with parents:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Please indicate methods of communication used.

Returns calls and e-mails to parents in a timely manner:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Is available to parents:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Board/Education Committee Relations:

Inspires confidence and trust:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Keeps trustees appropriately informed:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Helps the board/education committee to develop educational policy:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Helps to recruit new members to the board of trustees/education committee:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Keeps a record of the deliberations of the education committee:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Public Relations:

Supports the school image in administration and operations:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides publicity information for congregational distribution:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Maintains a regular article in the congregational newsletter:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Provides publicity for general community distribution:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Represents the congregation to the public:

Exceptional	Competently	Sufficient	Needs work
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Comment:

Programming:

Provides holiday programming as appropriate:

Exceptional	Competently	Sufficient	Needs work
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Please describe a sample of programs provided during this school year.
(Attach flyers, information to clarify):

Comment:

Provides family education program (multi-generational) with quality content:

Exceptional	Competently	Sufficient	Needs work
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Please describe a sample of programs provided during this school year. (Attach flyers, information to clarify)

Comment: