PENN MANOR SCHOOL DISTRICT
Administrative Evaluation System

Position: Assistant Superintendent   **Name:**

Evaluator: **Date:**

PART II: PERFORMANCE INDICATORS

A.	Provide leadership for the general development, coordination, implementation, and improvement of the instructional program to serve the students of the district, particularly the development of curriculum, instruction and assessment.	
B.	Supervise and direct the activities of building principals, district-wide coordinators and supervisors.	
C.	Assist and advise the superintendent in the development of the budget. Coordinate the process that provides proper recommendations for textbooks, materials, programs and supplies to deliver the written curriculum, instruction, and assessment plans.	
D	Interpret and seek support for the instructional programs of the district within the local civic, social, and community organizations.	
E.	Plan, develop, implement and supervise staff development programs and in-service offerings.	
F.	Assist in the recruitment, hiring and assessment of all district instructional personnel.	
G.	Develop new teacher orientation and mentor programs and implement, coordinate and monitor the district's Induction Program.	
H.	Provide leadership, organization, and actual documentation for the timely development and ongoing monitoring of the District Comprehensive Plan including all related components of the plan.	
I.	Facilitate the development and implementation of school improvement plans for individual buildings and the district.	
J.	Assist in the long-range planning for facilities.	
K.	Assist in the writing, editing, preparation and publishing of special reports, newsletters, and staff publications for public distribution.	
	Total Point Average	

PERFORMANCE RATING

Unsatisfactory (Poor) 0	Needs Improvement (Below Average) 1	Proficient (Good/Very Good) 2	Distinguished (Exceptional) 3

Comments: