

**Input on Performance of PAEC Assistant Principal**

*E = Excellent    P = Proficient    N = Needs Improvement    U = Unsatisfactory*

**Knowledge of Educational/Behavioral Programming**

E: \_    P: \_    N: \_    U: \_

**Comments:**

**Indicate responsibilities delegated**

E: \_    P: \_    N: \_    U: \_

**Comments:**

**Interpersonal Skills**

Interaction with staff, students, parents, school administrators and outside agency personnel.

E: \_    P: \_    N: \_    U: \_

**Comments:**

**Organizational Skills**

Management of schedules, preparation for meetings, meeting timelines, and management of required information/data.

E: \_    P: \_    N: \_    U: \_

**Comments:**

**Communication**

1) Oral communication at problem solving meetings, prediagnostic meetings, and staffings.

E:\_ P:\_ N:\_ U:\_

2) Communication in the form of memoranda, reports, evaluations, etc.

E:\_ P:\_ N:\_ U:\_

3) Thoroughness and quality of reports.

E:\_ P:\_ N:\_ U:\_

***Comments:***

**Professionalism**

Maintains professional demeanor, appropriate dress, and is courteous and considerate of other individuals.

E:\_ P:\_ N:\_ U:\_

***Comments:***

**Facilitation of Staffings, Meetings**

The ability to manage meetings, staffings, etc. in an organized, thorough and time efficient manner.

E:\_ P:\_ N:\_ U:\_

***Comments:***

***Other:***

Person Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_