

# Twin Peaks Charter Academy Principal Performance Management Appraisal Form

Employee Name: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_  
 Review Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Type of Review: \_\_\_ 90-day, \_\_\_ Annual, Other \_\_\_

**Refer to the following guidelines in determining specific and overall performance ratings.**

Rating	Description
5	Performance, work relationships, and job knowledge <b>consistently exceed</b> performance expectations, even under stressful and challenging situations. Employee <b>consistently</b> demonstrates innovation, initiative, collaboration and cooperation while continuing to meet commitment timelines.
4	Performance, work relationships, and job knowledge <b>frequently exceed</b> performance expectations, even under stressful and challenging situations. Employee <b>frequently</b> demonstrates innovation, initiative, collaboration and cooperation while continuing to meet commitment timelines.
3	Performance, work relationships, and job knowledge <b>meet</b> the level required of a competent employee. Demonstrates reliability and dependability to <b>meet</b> objectives in a timely manner.
2	Performance, work relationships and job knowledge <b>frequently do not</b> meet the minimum performance level required of a competent employee. Is producing at a level that is <b>frequently below</b> the standard performance expectations for this position.
1	Performance, work relationships and job knowledge <b>often does not meet</b> the minimum performance required of a competent employee.

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### 1. Leadership / School Mission

**Circle  
One**

Effectively leads school mission/philosophy and communicates/quantifies staff role.	1 2 3 4 5 N/A
Exemplifies personal and professional commitment to ethical conduct and respect for others and their rights.	1 2 3 4 5 N/A
Identifies and informs the TPCA BOD of school issues.	1 2 3 4 5 N/A
Facilitates and guides the development of goals and objectives congruent with school philosophy.	1 2 3 4 5 N/A
Establishes a system for implementing, evaluating and revising goals.	1 2 3 4 5 N/A
Is proactive in planning for the future.	1 2 3 4 5 N/A
Assumes responsibility for acknowledging, identifying and correcting school issues.	1 2 3 4 5 N/A

Employee Comments:  
BOD Comments:

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2. Staff Development and Supervision

Circle  
One

(360) Evaluates teacher performance and provides specific performance feedback and coordinates individualized assistance to staff with the Dean of Academics throughout the year.

1 2 3 4 5  
N/A

Oversees staff development activities designed to assist each teacher in solving immediate, specific instructional problems.

1 2 3 4 5  
N/A

Provides and supports structured opportunities for teachers to coach and be coached by appropriate peers.

1 2 3 4 5  
N/A

Makes sure that professional development activities are aligned with school improvement goals.

1 2 3 4 5  
N/A

(360) Communicates clear, attainable, and challenging standards of performance for self, staff, and students.

1 2 3 4 5  
N/A

Encourages an environment that helps attract and retain talented teachers and staff.

1 2 3 4 5  
N/A

Communicates school-wide norms and policies that reflect high expectations for teacher performance.

1 2 3 4 5  
N/A

Counsel out of the profession those whose continued presence in teaching does not serve the best needs of students.

1 2 3 4 5  
N/A

Employee Comments:  
BOD Comments:

3. Instructional Leadership

Circle  
One

Knowledgeable about and involved in school wide curriculum.

1 2 3 4 5  
N/A

Works closely with the Dean of Academics to ensure that staff to utilize standardized test data for instructional decisions.

1 2 3 4 5  
N/A

Develops a schedule to support staff development.

1 2 3 4 5  
N/A

(360) Allocates, organizes and protects instructional time.

1 2 3 4 5  
N/A

Ensures coordination among various programs to prevent disrupting or interfering with basic core instruction. (Specials, electives, etc.)

1 2 3 4 5  
N/A

Incorporate the requirements of Colorado law, relative to all the Colorado Model Content Standards and CSAP results, into the design of fair and consistently-applied performance evaluation requirements and procedures.

1 2 3 4 5  
N/A

Vigilant with regard to the school's legal obligations and students' educational rights, including but not limited to, those requirements, which affect special needs students. 1 2 3 4 5  
N/A

Employee Comments:

BOD Comments:

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4. School Climate/Communication Circle  
One

(360) Encourages team atmosphere. 1 2 3 4 5  
N/A

(360) Gives appropriate constructive feedback. 1 2 3 4 5  
N/A

Establishes and encourages partnerships with, and involvement and volunteer opportunities for parents and the local school community to meet the needs of the student community. 1 2 3 4 5  
N/A

Develops and maintains trust and respect between the principal, staff, parents and community groups. 1 2 3 4 5  
N/A

Deals with conflict openly and constructively. 1 2 3 4 5  
N/A

Encourages parental involvement in the school. 1 2 3 4 5  
N/A

Accessible to parents, maintains regular and consistent communication with parents. 1 2 3 4 5  
N/A

Speak, write, and communicate successfully in a variety of settings. 1 2 3 4 5  
N/A

Employee Comments:

BOD Comments:

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5. Management Circle  
One

Maintains a safe and orderly environment that is quiet and business-like but not rigid and oppressive. 1 2 3 4 5  
N/A

Makes school budget/expenditure decisions that adhere to and accomplishment of TPCA goals/objectives and adherence to Colorado State and Federal Laws. 1 2 3 4 5  
N/A

Communicates a fair, consistent code of conduct (handbook, posted rules, etc.) that encourages staff and student responsibility for good discipline. 1 2 3 4 5  
N/A

Promotes pride in maintaining a neat, clean facility. 1 2 3 4 5  
N/A

General adherence to Colorado Principal Standards. 1 2 3 4 5

	N/A
(360) Promotes adequate material resources for instructional program needs.	1 2 3 4 5
	N/A
Maintains constructive working relationship with the SVVSD.	1 2 3 4 5
	N/A
Vigilant about school security and establish/implement measures to evaluate and assure students and staff safety and anticipate potentially dangerous situations.	1 2 3 4 5
	N/A
Proactive approach to emergency situation and be prepared to provide stress and crisis management and conflict resolution, before, during, and after such situations as required.	1 2 3 4 5
	N/A
Maintain relationship with law enforcement.	1 2 3 4 5
	N/A
Implement the requirements established for education by federal and state law, state rule and regulation, and local policy.	1 2 3 4 5
	N/A
Employee Comments:	
BOD Comments:	

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Evaluation of majors goals and objectives during the review period.  
(Employee Self Evaluation)

Priority Goal/Objective Results/Evidence  
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Overall Performance Rating:

\_\_\_ Superior \_\_\_ Exceeds \_\_\_ Meets \_\_\_ Needs Improvement \_\_\_ Unsatisfactory  
Comments:

Employee Comments:

Employee Signature Date//

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TPCA BOD President Name TPCA BOD President Signature Date  
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Next review period majors goals and objectives.

Priority Goal/Objective Results/Evidence  
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Next review period development goals.

Priority Goal/Objective Results/Evidence  
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