

<p><b>SUMMARY EVALUATION OF THE DEPUTY PRINCIPAL</b> <b>(Confidential)</b></p>
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**NAME OF DEPUTY PRINCIPAL:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

**STATUS:** \_\_\_\_\_ **EXPERIENCE:** \_\_\_\_\_ (YRS)

**NAME OF EVALUATION TEAM:**  
\_\_\_\_\_

<p><b>To be completed by the Principal, in consultation with the Deputy Principal, and a member of staff <i>nominated</i> by the staff</b></p>
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<b>A. LEADERSHIP</b>	<b>Comments</b>
1. Establishes school goals that are realistic, valuable, measurable and attainable	
2. Works closely and effectively with staff, and allows for delegation of tasks	
3. Utilizes knowledge and skills to facilitate staff members in areas of their expertise	
4. Disseminates information on school policy and professional issues	
<b>B. ORGANISATIONAL &amp; COMMUNICATION SKILLS</b>	<b>Comments</b>
1. Encourages effective management structures which allow for full staff participation	
2. Develops school policies and procedures and communicates them to all concerned	
3. Establishes systems for handling miscellaneous, routine organisational tasks, record-keeping, time-tabling, duty rosters and students' problems	

<b>B. ORGANISATIONAL &amp; COMMUNICATION SKILLS</b>	<b>Comments</b>
4. Maintains and makes available to all, official documents including circulars for reference and informed action	
5. Facilitates the development of strategies for effective organization of stakeholder groups	
6. Communicates suggestions and concerns of staff to the Board of Management/School Committee	
<b>C. CURRICULUM CHANGE/IMPROVEMENT</b>	<b>Comments</b>
1. Uses knowledge and skills to facilitate development and implementation of the curriculum	
2. Encourages and supports curriculum initiatives from staff	
3. Plans and facilitates in-service training for staff	
4. Encourages the development of new courses, programmes, teaching techniques and use of new technologies to meet the needs of the students	
<b>D. PASTORAL CARE</b>	<b>Comments</b>
1. Facilitates the development of a sound pastoral care policy for students and teachers	
2. Ensures that all teachers are aware of their roles in this policy	
<b>E. DISCIPLINE</b>	<b>Comments</b>
1. Ensures that a whole-school approach to discipline is established	
2. Identifies clearly the roles and responsibilities of all (teaching) personnel in his approach	

<b>G. MANAGEMENT</b>	<b>Comments</b>
1. Supervises all personnel, paying special attention to aspects such as appraisal, staff development needs and task orientation	
2. Prepares plans for allocation and the management of school resources including budgeting, financial planning, school plant	
3. Submits reports and records including school statistics on time as required by the Board of Management and Ministry of Education	
4. Ensures a safe and healthy teaching and learning environment	
<b>H. EVALUATION OF STAFF</b>	<b>Comments</b>
1. Ensures that teachers understand their rights, duties and responsibilities	
2. Ensures that the appraisal process is carried out in a timely and democratic way	

**Evaluation Team Signatures**

Department/Staff Representation \_\_\_\_\_ Date\_\_\_\_\_

Peer (if present) \_\_\_\_\_ Date\_\_\_\_\_

