



Director/Principal Assessment Questionnaire

This assessment questionnaire is designed to help you assess your personal performance over the last year and to facilitate discussion between you – the Director/Principal – and the board.

The first section of the questionnaire addresses the ten areas of general responsibility examined in the board questionnaire. These areas are:

- I. Vision, Mission and Strategies
- II. Accomplishment of Management Objectives
- III. Program Management
- IV. Effectiveness in Fund Raising and Resource Development
- V. Fiscal Management
- VI. Operations Management
- VII. The Director/Principal/Board Partnership
- VIII. The Board/Staff Relationship
- IX. External Liaison and Public Image
- X. Perceptions of the School

The questions measure your level of satisfaction with how you have carried out various aspects of these responsibilities. Check off the number representing the degree to which you are satisfied or not satisfied with your performance in each responsibility mentioned. The answer you mark can range on a scale of 1 to 4, with 1 representing “Very Dissatisfied” and 4 representing “Very Satisfied.”

- | | |
|----------------------|-------------------|
| 1 -Very Dissatisfied | 3 -Satisfied |
| 2 -Dissatisfied | 4 -Very Satisfied |

The second section of the assessment contains a number of open-ended questions that will help to guide you as you assess your own performance.

After both you and the board have completed the assessments, a meeting should be scheduled between you and a representative of the board to review the results of this assessment. During this meeting, you and the board representative can use the assessment results to identify areas for personal growth and draft action plans for your professional development. This meeting will also be a good opportunity to discuss ways in which the board can better support or complement your work and to discuss mutual hopes for the future of the school.



Director/Principal Assessment

		Not Satisfied		Satisfied		Not Sure	
How satisfied are you that YOU :		1	2	3	4	NS	
1.	Have developed a clear vision for the future of the school?						
2.	Have successfully communicated an understanding of the school's mission to board members, staff and the community?						
3.	Have developed appropriate goals and strategies to advance that mission?						
4.	Have established operational objectives that support the school's strategic plan?						
5.	Have efficiently led the staff in the implementation of the strategic plan and any annual plans?						
6.	Have effectively led the staff in managing and administering the programs and services the school offers?						
7.	Have a thorough knowledge of the school's mission areas?						
8.	Have a strong understanding of the technical, operational and ethical issues facing the school?						
9.	Have developed and implemented appropriate fund-raising and financial development strategies?						
10.	Have ensured that solid planning and budgeting systems are in place?						
11.	Have ensured that the School's goals and strategic plan serve as a basis for sound financial planning?						



12.	Have recruited and developed qualified staff to accurately assess, manage and project the financial health of the school?						
13.	Have worked with the staff to develop, maintain, and use appropriate operating systems and resources that facilitate the effective operation of the school?						
14.	Have maintained a strong working relationship with the board, characterized by open communication, respect, and trust?						
15.	Have modeled effective working relationships with the board to staff?						
16.	Have established appropriate systems for dialogue and communication between the board and staff?						
17.	Have established and maintained positive relationships with the many groups that support or are involved in the work of the school?						



The Director/Principal’s Perceptions of the School

As you review your own performance, you should also take the opportunity to gauge your perceptions of the general operations and quality of the school in the following areas. The responses to these questions may help to focus the board’s and your own attention on specific areas of school strength and limitations which will help to guide future school development efforts.

		Not Satisfied		Satisfied		Not Sure	
How would you rate:		1	2	3	4	NS	
a	Administration and Operations						
b	Program Development and Delivery						
c	Financial Management						
d	Marketing and Public Relations						
e	Long-Range and Strategic Planning						
f	Fund Raising						
g	Client Services						



h	Overall Quality of Staff Performance						
i	Other: _____						

Comments: