

Audit of Administrator Effectiveness – (School: _____ Date: _____)

Directions: The statements describe specific administrator skills. Please read each statement and select the response that most appropriately describes your assessment of each administrator’s ability. DO NOT record your name. All responses will be reported as a group, not individual data. Please be honest and candid with your responses. Include all comments on the back.

For each item, select the response that describes HOW EFFECTIVELY YOUR ADMINISTRATOR PERFORMS EACH SKILL.

1.....2.....3.....4.....5.....6.....7.....8.....9
 (not effective) (moderately effective) (very effective)

	Administrator	Assistant Administrator
The administrator has consistent standards for employee performance.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator conveys confidence in me.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator supports me in difficult conversations/situations.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator portrays a message of positive support and interest in student learning when doing drop-ins and observations.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator communicates trust in me to complete a task or assignment.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is transparent with school budgets and money allocations.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator appropriately supports me in completing assigned tasks.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator respects and builds me up.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is open to questions regarding his/her decisions.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator provides discussion opportunities regarding areas of teacher/student concern.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
When tasks are assigned to teachers, the administrator is open to more than one approach.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator treats teachers equitably.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is available and listens to me when I am frustrated.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is consistent in administering policy expectations.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is aware of his/her own weaknesses and is constantly striving to improve.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator has a positive relationship with students.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator is a real person to me.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator consistently follows through with discipline.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator’s presence in the lunchroom, playground, halls, etc. is effective.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator’s voice tone and body language match his/her intended message.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9
The administrator involves teachers in budget discussions and decisions.	1.....2.....3.....4.....5.....6.....7.....8.....9	1.....2.....3.....4.....5.....6.....7.....8.....9