

UNIVERSITY BASIC SCHOOLS
ANNUAL ASSESSMENT FORM FOR HEADTEACHERS

Academic Year.....

PART 'A'. (To be completed by officer being assessed).

Name of Officer:

Date of first Appointment:

Present Position:

Date promoted/appointed to present Position:

No. of years served in present position:

Ratings and their Interpretations

Rating	Interpretation	Score
Excellent	Always exceeds expectations, consistently completing more objectives than assigned with superior quality at the best performance possible.	5
Very Good	Always meets job requirements and often exceeds them and /or completes them with superior quality	4
Good	Always meets expectations and job requirements.	3
Satisfactory	Struggles to meet and does not always meet basic job requirements. Improvement is needed to maintain current position.	2
Poor	Does not meet basic job requirements and immediate improvement is needed for employment to continue.	1

PART 'B'. (To be completed by the Board Chairperson.)

(a) Please tick the rating that best describes the performance of the officer with regard to **specific targets set** for the year.

Target set for the Year	Achievement	5	4	3	2	1
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(b) Assessment of Competencies

1. MANAGEMENT

CRITERIA		5	4	3	2	1
a.	Assists in the recruitment and retention of staff to support quality teaching and learning					
b.	Addresses issues in a timely manner					
c.	Manages fiscal and physical resources of the school responsibly and efficiently					
d.	Shows commitment to professional development of staff					
e.	Capitalizes on expertise and resources in the University community to enhance school growth and performance					

2. LEADERSHIP AND DIRECTION

CRITERIA		5	4	3	2	1
a	Shows initiative and requires no prompting					
b	Has control of subordinate staff and inspires confidence					
c	Insists on high standards of work and results					
d	Delegates effectively and follows up to achieve results					
e	Evaluates staff and provides coaching for improvement					
f	Sets and provides direction to achieve challenging goals					
g	Promotes high expectations for teaching and learning					
h	Recognizes and celebrates accomplishments of staff					
i	Keen to learn and adopt best practices from elsewhere					
j	Abreast with educational innovations					

3. INVOLVEMENT WITH SCHOOL BOARD

CRITERIA		5	4	3	2	1
a.	Regularly attends Board meetings					
b.	Reports regularly on school issues					
c.	Participates actively in meetings and discussions					

4. WORK PERFORMANCE AND ATTITUDE TO WORK

CRITERIA		5	4	3	2	1
d.	Consistently attains set targets					
e.	Knowledgeable about work					
f.	Attends work regularly and stays at post					

5. RELATIONSHIPS AND CO-OPERATION

CRITERIA		5	4	3	2	1
a	Gets on well with all categories of staff					
B	Gets on well with deputies					
C	Is easily accessible and approachable to pupils/students					
d	Polite and helpful to parents and visitors					

SUMMARY OF SCORES

NO.		SCORE
1	MANAGEMENT	
2	LEADERSHIP AND DIRECTION	
3	INVOLVEMENT WITH SCHOOL BOARD	
4	PERFORMANCE AND ATTITUDE TO WORK	
5	RELATIONSHIP AND CO-OPERATION	
OVERALL SCORE		

INTERPRETATION OF SCORES

Excellent
130-150

Very Good
100-129

Satisfactory
70-99

Poor
Below 70

TRAINING AND DEVELOPMENT NEEDS (Assessor to Comment)

i. With reference to the job description/key tasks, what competencies /skills does the employee lack?

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ii. What specific training would you recommend to enable him/her acquire the competencies needed?

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ANY OTHER COMMENTS (Please feel free to use extra sheets):

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Name of Appraiser

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Signature of Appraiser

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Rank of Appraiser

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Date

DECLARATION BY HEADTEACHER

I certify that this evaluation report has been discussed with me and my comment is that the report is (Please Tick)

Accepted

Not Accepted

If "Unaccepted" give reasons:

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Signature

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Date