

Administration

Evaluation of Administrators

Skills to be Assessed

1. Problem Analysis	Ability to seek out relevant data and analyze complex information to determine the important elements of a problem situation; searching for information with a purpose.
2. Judgment	Ability to reach logical conclusions and make high quality decisions based on available information: skill in identifying educational needs and setting priorities; ability to evaluate critically written communications.
3. Organizational Ability	Ability to plan, schedule and control the work of others; skill in using resources in an optimal fashion; ability to deal with a volume of paperwork and heavy demands on one's time.
4. Decisiveness	Ability to recognize when a decision is required (disregarding the quality of the decision) and to act quickly.
5. Leadership	Ability to get others involved in solving problems; ability to recognize when a group requires direction, to interact with a group effectively and to guide them to the accomplishment of a task.
6. Sensitivity	Ability to perceive the needs, concerns and personal problems of others; skill in resolving conflicts; tact in dealing with persons from different backgrounds; ability to deal effectively with people concerning emotional issues, knowing what information to communicate and to whom.
7. Stress Tolerance	Ability to perform under pressure and during opposition; ability to think on one's feet.
8. Oral Communication	Ability to make a clear oral presentation of facts and ideas.
9. Written Communication	Ability to express clearly in writing; to write appropriately for different audiences - students, teacher, parents, et al.
10. Range of Interest	Competence to discuss a variety of subjects - educational, political, current events, economic, etc.; desire to actively participate in events.
11. Personal Motivation	Need to achieve in all activities attempted; evidence that work is important to personal satisfaction; ability to be self-policing.
12. Educational Values	Possession of a well-reasoned educational philosophy; receptiveness to new ideas and change.

*12 Competencies of Effective Leadership as designed by the National Association of Secondary School Principals