

William & Mary Administrative Intern Evaluation

Intern: _____ Assessed by: _____

School: _____ Date: _____

Basic: Intern displays only a basic awareness or understanding on this realm.
Developing: Intern is developing an understanding of this realm but is not yet proficient.
Proficient: Intern demonstrates proficiency in the application of this realm.
Exceptional: Intern demonstrates exceptional expertise in this realm.

Unable to Observe
Basic
Developing
Proficient
Exceptional

Planning and Assessment

1.	Is aware of the school's mission, vision, and goals.	U	B	D	P	E
2.	Demonstrates the capacity to interpret student data.	U	B	D	P	E
3.	Makes use of student achievement data to guide decision making.	U	B	D	P	E
4.	Anticipates problems and plans accordingly.	U	B	D	P	E
5.	Demonstrates insightful problem analysis.	U	B	D	P	E
6.	Is willing to make decisions and carry them out.	U	B	D	P	E
7.	Demonstrates an understanding of the processes of school-wide planning.	U	B	D	P	E

Instructional Leadership

1.	Is aware of and involved in monitoring the curriculum and the overall instructional program.	U	B	D	P	E
2.	Monitors the alignment of the curriculum and the instructional program with local, state, and professional standards.	U	B	D	P	E
3.	Demonstrates an understanding of improving and developing instructional programs.	U	B	D	P	E
4.	Demonstrates skill in planning and delivery of staff development that focuses on curriculum and instructional issues.	U	B	D	P	E
5.	Provides constructive feedback on curriculum and instructional improvement.	U	B	D	P	E
6.	Keeps teachers informed of expectations.	U	B	D	P	E
7.	Provides useful feedback, both positive and corrective, regarding the improvement of instruction for individual teachers.	U	B	D	P	E
8.	Understands legal and ethical issues regarding evaluation of school employees	U	B	D	P	E
9.	Demonstrates an understanding of appropriate evaluation methods for faculty performance.	U	B	D	P	E
10.	Demonstrates an understanding of appropriate evaluation methods for support staff performance.	U	B	D	P	E
11.	Takes initiative in overseeing his/her assigned responsibilities.	U	B	D	P	E
12.	Supervises extra-curricular and athletic events at the school.	U	B	D	P	E

Organizational Management and Safety

1.	Handles the routine functions of administration in an efficient manner.	U	B	D	P	E
2.	Responds to concerns and questions promptly.	U	B	D	P	E
3.	Deals with records, reports, files, and other documentation in a timely and efficient manner.	U	B	D	P	E
4.	Understands school law and the impact of legal issues on school operations and management.	U	B	D	P	E

5.	Understands the school budget process and the financial operations of the school.	U	B	D	P	E
6.	Is efficient and fair when handling student discipline.	U	B	D	P	E
7.	Supports teachers in situations where students misbehave, including informing teachers of actions that have been taken.	U	B	D	P	E
8.	Is visible and approachable.	U	B	D	P	E
9.	Is an able “substitute” in the principal’s absence.	U	B	D	P	E
10.	Makes use of technology that supports administrative functions.	U	B	D	P	E
Communication and Community Relations						
1.	Expresses ideas orally in a clear and persuasive manner.	U	B	D	P	E
2.	Communicates well in writing.	U	B	D	P	E
3.	Develops constructive working relationships with faculty and staff.	U	B	D	P	E
4.	Establishes and maintains rapport with students.	U	B	D	P	E
5.	Works well with parents and families.	U	B	D	P	E
6.	Is a role model for students and staff.	U	B	D	P	E
7.	Respects other people’s points of view.	U	B	D	P	E
8.	Makes effectively use of conflict resolution strategies.	U	B	D	P	E
9.	Can facilitate constructive communication in a group setting.	U	B	D	P	E
10.	Demonstrates a commitment to building community involvement and support for school programs.	U	B	D	P	E
Professionalism						
1.	Maintains consistent dialogue with mentor principal on issues of leadership, internship performance, and university studies.	U	B	D	P	E
2.	Maintains professional demeanor in all circumstances.	U	B	D	P	E
3.	Is flexible in action and outlook.	U	B	D	P	E
4.	Encourages and responds favorably to constructive criticism.	U	B	D	P	E
5.	Displays emotional maturity and stability appropriate for a school leader.	U	B	D	P	E
6.	Actively and effectively reflects on own performance and improves practice.	U	B	D	P	E
7.	Protects the rights and confidentiality of students and staff.	U	B	D	P	E
8.	Demonstrates the personal motivation and initiative necessary for leadership.	U	B	D	P	E
9.	Actively seeks new experiences and shows a willingness to learn.	U	B	D	P	E
10.	Models cooperation and collegial relations.	U	B	D	P	E
11.	Exercises good judgment.	U	B	D	P	E
12.	Uses humor effectively and appropriately.	U	B	D	P	E
13.	Demonstrates sensitivity to the feelings and perspectives of others.	U	B	D	P	E
14.	Demonstrates adequate organizational abilities for school leadership.	U	B	D	P	E
15.	Has a record of consistent attendance.	U	B	D	P	E
16.	Is consistently punctual.	U	B	D	P	E
17.	Evidences adequate stress tolerance for the demands of school leadership.	U	B	D	P	E
18.	Appearance and attire are appropriate for the job.	U	B	D	P	E

On a separate page, please comment on your assessment of the intern’s potential as a school leader and his or fulfillment of the successful completion of the planned internship activities. Please comment about his or her knowledge of school leadership and success at collaboration.