

MINGO COUNTY SCHOOLS
ADMINISTRATOR EVALUATION

Employee: <u>Deborah Starr</u>	Position: <u>Assistant Principal</u>
School Year: <u>2011-2012</u>	Location: <u>Burch Elementary</u>

1. PERFORMANCE PLAN

A. Performance Goals:

1. To create opportunities for parents to learn what the school offers, increase parent awareness and involvement in the school improvement at Burch Elementary School.
2. To increase attendance deemed necessary for students to develop responsibility and good work ethics, and by establishing a system enlisting parent's support to improve the daily attendance of all students at Burch Elementary School.
3. To provide teachers assistance with implementation of strategies and techniques that address 21st Century Skills within the classroom at Burch Elementary School.

B. Required Information/Documentation

1. Documentation of parent & community involvement activities and workshops for the 2011-2012 school years. The types of documentation include the following: Cheryl Ware Reading & Writing Workshops for parents, students, & community members, Lee Stewart Magic Show for Character Education, The Family That Reads Together, Succeeds Together Program, Mont Claire String Quartet /West Virginia Symphony Orchestra, Dome Planetarium, Veterans Day Program, and Read Alouds, 4-H Fishing Day and meeting, Christmas Around the World Multiculture Presentations.
2. Documentation of attendance actions for the 201-2012 school year. The types of documentation may include any of the following: SHARP (Student High Achievement Attendance Program) Healthy Schools Ice Cream Celebrations, Coal Mac Attendance Incentive Program, Conferences with Parents/Asst. Principal, Counseling sessions, Referral to School Assistance Team (SAT) for Attendance Intervention plan, written notification letters to parents, and attendance contracts.
3. Documentation of curriculum implemented in the classrooms which may include any of the following: Observations, Walk Throughs, Depth of Knowledge Training, DIBELS, Acuity, Accelerated Reader, WESTEST 2, and any other documentation.

This plan was mutually developed by the employee and the supervisor.

Employee	Date
Supervisor	Date

