Sample Administrator Report Card

Does my administrator care about me as a person?
Does my administrator hold me accountable for my actions?
Does my administrator do his/her best to make this school the best it can be?
Does my administrator help me when I am struggling?
Following an observation, does my administrator provide me with honest feedback and constructive criticism?
Does my administrator allow me to actively participate in school activities?
Does my administrator encourage me to become involved with committee work?
Does my administrator treat me with respect?
Do I feel successful as a teacher in this school? If not, what could my administrator do to help me become more successful?
Does my administrator appear to enjoy his/her job?
Is my administrator a good role model for me?
One thing I really like about this school is ________________________________.
One thing I really like about my administrator is ________________________________.
One thing I do not like about this school is ________________________________.
One thing I do not like about my administrator is ________________________________.
If I could change one thing about this school, it would be ____________________________________________________________.
If I could change one thing about my administrator, it would be ________________________________.

[Note: If you are a staff development person or a teacher leader, simply modify the report card so that the questions apply to you and your particular roles and responsibilities with teachers.]

INSERVICE

Here’s a sample script for conducting this inservice:

I’m really pleased with the teacher report card that you have all helped develop, and I firmly believe that your students’ honest feedback about your performance will help you become even better teachers than you already are.