

Gwinnett County Public Schools - University of Georgia
 Collaborative L-5 Add-On Program
Behavioral Recommendation for Aspiring Administrator

Applicant _____

Applicant's Position _____

Supervisor _____

Phone (____) _____ E-Mail _____@_____

School _____

The following competencies, listed in rank order, are essential for the success of a principal or assistant principal. Your evaluation and completion of the attached questionnaire for the candidate, is an integral part of the selection system.

Directions to Current Principal/Supervisor:

- Use the scale below to respond to each item by circling the number that best reflects the candidate's performance.
- Provide a behavioral example for each competency area.
- Forward the completed form to Glenn Pethel, GCPS, Leadership Development**

Explanation of Rankings

Not Observed Almost Never Often/Usually Always

0	1	2	3	4	5
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Commitment to the Vision and Mission

- | | | | | | | |
|---|---|---|---|---|---|--|
| 0 | 1 | 2 | 3 | 4 | 5 | Supports the vision and mission of the school |
| 0 | 1 | 2 | 3 | 4 | 5 | Encourages visitations to the school/classroom |
| 0 | 1 | 2 | 3 | 4 | 5 | Takes difficult and unpopular actions to safeguard welfare of students |
| 0 | 1 | 2 | 3 | 4 | 5 | Deals with different cultural backgrounds |
| 0 | 1 | 2 | 3 | 4 | 5 | Promotes a professional image through personal appearance and conduct |

Give a behavioral example to support your responses on **Commitment to the Vision and Mission**.

Communicating and Impact

- | | | | | | | |
|---|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 | Written communication is clear and concise, using good grammar |
| 0 | 1 | 2 | 3 | 4 | 5 | Demonstrates ability to present one's ideas in an open, informative and non-evaluative manner |
| 0 | 1 | 2 | 3 | 4 | 5 | Effectively presents information to parents/community groups |
| 0 | 1 | 2 | 3 | 4 | 5 | Promotes a positive influence with peers and administrators |
| 0 | 1 | 2 | 3 | 4 | 5 | Is viewed as one who encourages and leads |

Give a behavioral example to support your responses on **Communicating and Impact**.

Decision Making

- | | | | | | | |
|---|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 | Possesses confidence to make and/or share decisions |
| 0 | 1 | 2 | 3 | 4 | 5 | Demonstrates ability to make decisions in a timely manner |
| 0 | 1 | 2 | 3 | 4 | 5 | Recommends program-related decisions when resources are limited |
| 0 | 1 | 2 | 3 | 4 | 5 | Exercises good judgment when making decisions |

Give a behavioral example to support your responses on **Decision Making**.

Facilitative Leadership

- | | | | | | | |
|---|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 | Listens to and resolves parent and student concerns |
| 0 | 1 | 2 | 3 | 4 | 5 | Exhibits a supportive and empathetic approach to dealing with issues and problems of peers and students |
| 0 | 1 | 2 | 3 | 4 | 5 | Successfully adapts interactions and behaviors to fit the situation |
| 0 | 1 | 2 | 3 | 4 | 5 | Interprets policies and regulations for application |

Give a behavioral example to support your responses on **Facilitative Leadership**.

MANAGEMENT SKILLS

0 1 2 3 4 5 Effectively plans and organizes daily work and projects

0 1 2 3 4 5 Handles and tolerates stressful situations

0 1 2 3 4 5 Efficiently manages time and resources

0 1 2 3 4 5 Delegates assignments responsibly

Give a behavioral example to support your responses on **Management Skills**.

MANAGING INFORMATION

0 1 2 3 4 5 Collects and analyzes data regarding progress, attendance and needs of students

0 1 2 3 4 5 Develops solutions in response to identified issues and concerns

0 1 2 3 4 5 Reviews literature and other resource information on innovative and creative programs

0 1 2 3 4 5 Adapts programs and modifies educational strategies to meet the needs of the school

Give a behavioral example to support your responses on **Managing Information**.

MONITORING

- 0 1 2 3 4 5 Continually assesses work performance and seeks feedback
- 0 1 2 3 4 5 Schedules meetings with administrators, peers, students and parents as necessary
- 0 1 2 3 4 5 Follows up
- 0 1 2 3 4 5 Seeks feedback regarding new program implementation

Give a behavioral example to support your responses on **Monitoring**.

MOTIVATIONAL SKILLS

- 0 1 2 3 4 5 Encourages others and self to participate in personal development and professional growth opportunities.
- 0 1 2 3 4 5 Builds a positive learning and working atmosphere
- 0 1 2 3 4 5 Sets high standards for self and others
- 0 1 2 3 4 5 Articulates goals and standards
- 0 1 2 3 4 5 Recognizes achievement in a way that encourages high performance

Give a behavioral example to support your responses on **Motivational Skills**.

PROACTIVE ORIENTATION

- 0 1 2 3 4 5 Believes he/she makes a difference
- 0 1 2 3 4 5 Promotes positive relationships
- 0 1 2 3 4 5 Anticipates problems and needs
- 0 1 2 3 4 5 Develops a sincere trust level

Give a behavioral example to support your responses on **Proactive Orientation**.

PLEASE RECORD YOUR OVERALL EVALUATION OF THIS APPLICANT BY CHECKING THE APPROPRIATE BOX ON THE SCALE.

EXCELLENT		GOOD			FAIR			POOR	
10	9	8	7	6	5	4	3	2	1

_____ Yes, I would recommend this person for inclusion in the UGA/GCPS Collaborative L-5 Add-On Program.

Principal's Signature _____

Date _____