

ARMY PUBLIC SCHOOLS AND COLLEGES SYSTEM

**PERFORMANCE APPRAISAL
FORM SECTION HEAD
(TO BE FILLED IN BY THE PRINCIPAL)**

Section Head	
School	
Total Administrative & Teaching Experience in Schools	
Date of Joining as Section Head (Current Institution)	
Experience as APS Section Head	

SCHOOL STATISTICS

Level of School	Student Strength	Admin Staff	Ancillary Staff	No. of Classes
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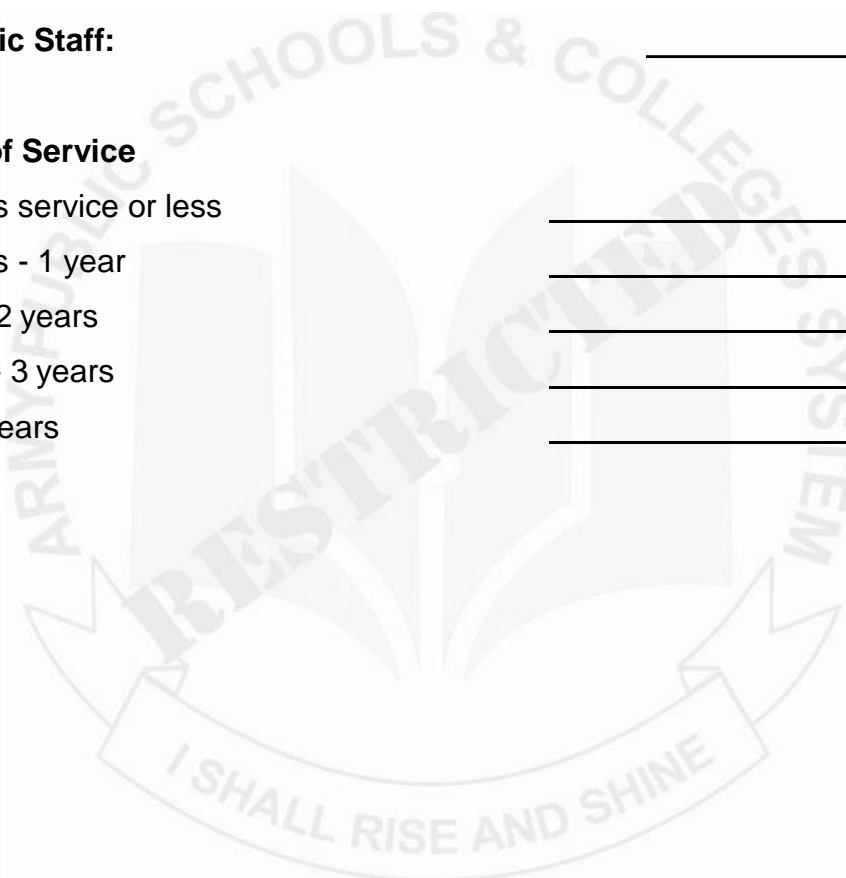
Average Class Strength _____

Teacher / Student Ratio: _____

No. of Domestic Staff: _____

Staff Length of Service

- 6 months service or less
- 6 months - 1 year
- 1 year - 2 years
- 2 years - 3 years
- Over 3 years



GRADING KEY

Marks	Grade	Description
100-90	A+	Excellent
89-80	A	Very Good
79-70	B+	Good
69-60	B	Average
59-50	C	Needs Improvement
Less than 50	D	Not satisfactory





SECTION HEAD'S APPRAISAL FORM

Instructions: Section Head's Appraisal will be carried out by the Principal and countersigned by the Regional Director. For every Key Performance Indicator, the column will be tick marked keeping in view the following rating scale:-

Rating Scale	1	2	3	4
	Below Expectations	Average	Good	Excellent

KEY PERFORMANCE INDICATORS

1. General:

KPIs	1	2	3	4	Remarks (if any)
CONDUCT					
• Models principles of self-awareness and reflective practice					
• Observes transparency and ethical behavior for staff and students					
• Is honest in his/her dealings and fully committed to the wellbeing of the institution					
KNOWLEDGE					
• Has thorough knowledge of modern trends in education and latest researches in the field of education and sets his/ her goals accordingly					
• Utilizes his/ her knowledge in achieving the set targets					
PROFESSIONAL COMPETENCE					
• Exhibits a high level of planning and decision making and implements these abilities in an effective and judicious manner					
• Exhibits a high level of competence in school day-to-day management through effective task delegation as well as strong monitoring and coaching					
• Has excellent communication skills and also works as a mentor for the team to develop and improve their communication skills					
• Efficiently and judiciously manages the task delegation and makes the staff feel empowered					
• Has good ICT skills					
Marks Awarded/ Total					

2. Technical:

KPIs	1	2	3	4	Remarks (if any)
Role as an Instructional Leader					
School Vision & Mission: <ul style="list-style-type: none"> Promotes and displays school Vision and Mission and bases decisions during the year on the achievement of school goals 					
Policies & Procedures: <ul style="list-style-type: none"> Has comprehensive awareness of APSACS Policies and ensures implementation in an effective manner 					
Academic Package: <ul style="list-style-type: none"> Has a thorough understanding of Curriculum and its effective implementation Has in-depth knowledge & understanding of the Assessment Policies and thoroughly communicates them to the teachers 					
Class Observations: <ul style="list-style-type: none"> Communicates and focuses attention on good teaching practices that are substantive and research-based through regular Class Observations and remedial strategies 					
Guidance & Coaching: <ul style="list-style-type: none"> Ensures effective usage of teaching resources and helps teachers in improving instruction and is resourceful in identifying instructional material that can be used by the teacher for specific units 					
Counter Checking of Planners & Notebooks: <ul style="list-style-type: none"> Vigilantly counterchecks Teachers' Planners and Notebooks and ensures follow-up 					
Result Analysis: <ul style="list-style-type: none"> Analyzes the results, takes complete responsibility for the results of the Section and works vigilantly to improve academic standards 					
Remedial Plan for Low Readiness Learners: <ul style="list-style-type: none"> Has a comprehensive remedial measures in place to support Low Readiness Learners and track their progress in academic and co-curricular areas 					
Record Keeping: <ul style="list-style-type: none"> Efficiently manages and monitors record-keeping and analyzes results to make decisions and take actions 					
Link with Parents & Community: <ul style="list-style-type: none"> Has periodic interaction with the parents, handles their visits and queries ethically and judiciously and communicates goals to the parents 					

KPIs	1	2	3	4	Remarks (if any)
Staff Professional Development: <ul style="list-style-type: none"> Conducts frequent trainings, keeps follow-up, coaches and counsels teachers in a helpful and supportive manner 					
School Culture: <ul style="list-style-type: none"> Efficiently works to promote positive culture and environment in the school and puts in the effort to sustain good practices. Ensures that school environment remains clean and healthy. 					
Discipline: <ul style="list-style-type: none"> Ensures that the discipline prevails Exercises Zero Tolerance Policy for Corporal Punishment 					
Marks Awarded/ Total					

Overall Grade & Percentage	
General & Technical (Marks Awarded/ Total)	
Grade & Percentage	

Analysis of Previous Goals (set by the Initiating Offr)/ Targets Achieved:

Future Goals/ Targets (set by the Initiating Offr):

Pen Picture/ Remarks (Initiating Officer):

Signature Initiating Officer (Principal): _____

Date: _____

Comments (Senior Reporting Officer):

Signature Senior Reporting Officer (RD): _____

Date: _____

Section Head's Signature: _____

Date: _____