

## School Principal Performance Monitoring Checklist

School :

Supervisor Name:

Monitoring Date : / / 202

Score : 1 = Never 2 = Seldom 3 = Medium 4 = Most of the time 5 = Always

No	Activities that school principal is performing	☑ Tick score				
		1	2	3	4	5
1	School principal carries out planning, leading, guiding/supervising, organizing and control activities.					
2	The principal assumes all the responsibilities of the school.					
3	Principle is responsible for ensuring discipline, improving education quality, creating opportunity for growth and improving the mental and physical capacity of students, and effectively regulating administrative, teaching, and educational affairs in the school.					
4	Principle is teaching 6 Hours per week					
5	School principal performs the duty every day (30) minutes before the school formalities and (30) minutes after the school formalities.					
6	School principal pays attention to the cleanliness of classrooms, vestibules and corridors, the school grounds, the provision of safe drinking water and school hygiene.					
7	School principal classifies and assigns teachers based on their degree, field of study and work experience in classes and subjects. ☐					
8	School principal action plan prepares the school work plan in order to effectively implement the curricula, use better teaching methods and improve the quality of students' course activities, and supervises its regular implementation.					
9	Head of teachers' councils plans and plans according to the bill of their duties and decides according to their implementation.					
10	Due to the registration/enrolment of new students, inclusion of new students, and control of failures, the director appoints the responsible persons based on the principles and rules of the Ministry of Education.					
11	The supervisor takes care of the equipment, materials and equipment.					
12	Head ensures the existence of sound and orderly management.					
13	The supervisor carefully monitors and evaluates students' learning progress.					
14	Principal informs teaching assistant, the head of departments, head teachers, teachers, students and other staff about the principles and regulations of the school and guides them in a timely manner.					
15	Principal recognizes the active and innovative staff of the school and encourages, praises and appreciates them through the Ministry.					
16	The principal provides the necessary context for the members of the Supervision and cooperates seriously with them.					
17	Principal plans to strengthen the behavior of students using positive, scientific and effective solutions and takes timely and satisfactory action to correct the inappropriate behavior of students.					
18	Principal should find the problems of the school in a timely manner, grade them and submit them to the competent authority.					
19	Principal plans to improve the professionalism and pedagogy of the teachers.					
20	Principal observes the teaching process in the classrooms.					

Base on above description this table is correctly and truly filled in, It is correct.

Name of Supervisor:

Duty :

Signature :