



BerkeyLeadership.com
High Impact Leadership for Tomorrow's Schools

Effective Principal 360°

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Directions for Administration

- 1. Make a copy of the *Principal's Self Assessment* and complete the 360° following the directions. Note: These instruments are copyright protected. You may receive permission to copy and use these them at no cost by sending an email to:**

Dr. Timothy B. Berkey
tbberkey@berkeyleadership.com

- 2. Make 10 copies of the *Principal's Observer Assessment* and distribute these to teachers that you trust will give you honest feedback. Be sure to indicate that their input will be completely anonymous. You will need to set up some type of collection process that will protect the identity of the individual.**
- 3. Use the Tally Sheets to score and summarize your results, once you have received all of the Observer Assessments, along with your Self-Assessment.**
- 4. Spend some time reflecting on the results before taking any action. Give yourself some praise for strengths identified and then turn to discrepancies between your own ratings and the average ratings of the observers. Sometimes leaders have different perceptions of themselves and these are important to examine. Finally, look for your greatest areas for growth and improvement (lowest averages).**
- 5. Using a SMART goal setting process, identify a couple of items to work on for the coming month. Break your goals into weekly and daily strategies and place these on your planner/calendar so that you can make determined strides forward.**
- 6. Some principals like to share the results of their 360° with the observers or with a guiding coalition of teachers who can offer support, suggestions, and strategies that will more closely connect your daily work to their classrooms.**
- 7. Set a date to reassess your leadership using the same instruments, but different observers. This will help you identify gains and provide you with motivation to continue to work on areas for improvement in your leadership.**

Finally, effective principals know and understand that when they invest time in the improvement of their own leadership, teachers and students will all benefit! Good luck.