

Educational Administration Department

**ON-SITE SUPERVISOR MID-SEMESTER EVALUATION  
OF PRACTICUM EXPERIENCE**

**Due December 17, 2007**

*In order to determine if the student is meeting performance standards and goals established in the Practicum Contract, please evaluate the student and the practicum experience and submit this mid-semester evaluation to the Director of Field Experiences*

**Director:** Terri Kronzer  
EDAD  
Office: 715/394-8506  
[tkronzer@uwsuper.edu](mailto:tkronzer@uwsuper.edu)

**Student:** Glen E. Dawursk, Jr.

**Supervisor:** Jim Novak

**School District:** Milwaukee Public Schools Non-instrumentality Charter School

Please check the practicum experience:

Director of Instruction      Director of Special Education/Pupil Services  
 **Principal**                      Business Manager

Please rate the level of accomplishment attained to date by the student using the following scale:

**I = Ineffective**  
**B = Below Standard**  
**P = Proficient**  
**D = Distinguished**

**PROFESSIONAL BEHAVIOR ON THE JOB**

- P      1.    Becoming familiar with office functions and procedures
- D      2.    Personal dress and grooming is appropriate
- D      3.    Exhibiting a desire to consult with supervisor and staff
- D      4.    Participating actively in office activities
- D      5.    Is reliable, punctual, and responsible
- D      6.    Fulfilling the amount of hours required
- D      7.    Following directions with minimal supervision
- D      8.    Taking advantage of learning opportunities
- D      9.    Following through with assignments and projects

#### COMMUNICATIONS AND HUMAN RELATIONS SKILLS

- |              |    |   |
|--------------|----|---|
| <u>  D  </u> | 1. | Conveying ideas and thoughts clearly and articulately     |
| <u>  P  </u> | 2. | Establishing open and honest relations with others        |
| <u>  D  </u> | 3. | Exhibiting the capacity to admit mistakes                 |
| <u>  D  </u> | 4. | Exhibiting flexibility and adaptability to new situations |
| <u>  D  </u> | 5. | Displaying tact in expressing views                       |
| <u>  D  </u> | 6. | Exhibiting understanding of and respect for others        |
| <u>  D  </u> | 7. | Demonstrating the ability to listen to others             |
| <u>  P  </u> | 8. | Handling confidential information in an appropriate way   |
| <u>  D  </u> | 9. | Exhibiting good writing skills                            |

#### MANAGEMENT AND PROGRAMMING COMPETENCIES

- |              |    |  |
|--------------|----|--|
| <u>  D  </u> | 1. | Is able to work with minimal supervision                       |
| <u>  D  </u> | 2. | Exhibiting the ability to select and use appropriate materials |
| <u>  D  </u> | 3. | Displaying resourcefulness and innovation                      |
| <u>  D  </u> | 4. | Comprehends basic administrative procedures                    |
| <u>  D  </u> | 5. | Exhibiting positive decision making and problem solving skills |
| <u>  D  </u> | 6. | Comprehends the department's role and functions                |

#### SPECIFIC OBJECTIVES FOR THE PRACTICUM

Do you feel the student is making satisfactory progress towards accomplishing his/her goals as outlined in the Practicum Contract? Please explain.

Yes. As a full-time assistant principal, Glen has met most of his requirements relative to his contract. During the first semester, he completed the following: wrote student handbook, developed school-wide character development plan, schools educational plan, discipline plan and is in the process of modifying the schools crisis procedure plan. Moreover, he has lead in numerous supervisory areas: grade level chair, student school council, completed informal as well as formal teacher observations using the MPS IPI (instructional practice inventory) model and he deals regularly with student discipline, budgets, scheduling, testing and parent contacts. Additionally, he working on establishing a professional development partnership between Concordia University and Wisconsin Career Academy.

#### OVERALL EVALUATION OF THE PRACTICUM STUDENT

Based upon your observation to date, what are the student's key strengths and competencies?

Glen is a creative and motivating leader possessing exceptional skills in the area of problem solving and communication. Each is a critical leadership skill. In addition, he uses a skill that school leaders sometimes lack; common sense. Both students and staff

respect him as an effective Dean of Students because he thinks well on his feet, gathers facts prior to making decisions and is fair when dispensing discipline.

Please indicate in which areas the student needs to improve to gain a reasonable level of competence:

Glen assumes a lot of responsibility and while he is generally successful, in the future, he may find himself overwhelmed with tasks unless he acquires a better balance and recognition of what are and aren't his responsibilities. Learning the "art and science" of saying no will serve him well in his future endeavors.

\_\_\_\_James M. Novak      12/21/07

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On-Site Practicum Supervisor

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Date