

**Ministry of Education Youth, Sports & Culture**

*To Educate! To Transform! To liberate!*

**Principals’ Checklist**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Task Description** | **Rating** | **Comments** |
| 1. Staff Attendance Register signed ten minutes before the school day begins. | Compliant, Non- Compliant |  |
| 1. Weekly plans checked and signed by Monday of each week. (*Inclusive of assessment and grade books*). | Compliant, Non- Compliant |  |
| 1. Schedule of activities of school (*completed for the school year/term*). | Compliant, Non- Compliant |  |
| 1. Financial Statement completed for the appropriate month. | Compliant, Non- Compliant |  |
| 1. Complete inventory of school. | Compliant, Non- Compliant |  |
| 1. Supervision forms of teachers completed and handed in to the MOE and Management at the required times. | Compliant, Non- Compliant |  |
| 1. Produces record/evidence of an on-going supervision. | Compliant, Non- Compliant |  |
| 1. Presents Annual Plans/Units of Work which are being consistently followed. | Compliant, Non- Compliant |  |
| 1. Ensures that each class has a functional library. | Evident, in Progress, non-existent |  |
| 1. Produces an extensive school portfolio upon request. | Evident, in Progress, non-existent |  |
| 1. Produces evidence of promoting spirituality in all aspects of school life.(Biblical worldview) | Compliant, Non- Compliant |  |
| 1. Adheres to guidelines as it relates to Education Rules. (*according to the handbook of Policies and Procedures, Education Rules 2000*) | Compliant, Non- Compliant |  |
| 1. Facilitates consultations with parents at appropriate times such as times scheduled by school. | Compliant, Non- Compliant |  |
| 1. The Log, Admission/Class Registers, Grade books and Circular Files are well kept and checked. | Compliant, Non- Compliant |  |
| 1. Liaises with Local/General Manager on a weekly basis or as deemed necessary. | Compliant, Non- Compliant |  |
| 1. Informs General Manager/Local Manager of any deviation from school program and any request made by Governmental Organizations and Non-Governmental Organizations. | Compliant, Non- Compliant |  |
| 1. Receives permission from General Manager/Local Manager for any absence from school. | Compliant, Non- Compliant |  |
| 1. Evidence of promotion of the school in extra curricula activities. E.g. Sports | Compliant, Non- Compliant |  |
| 1. Conducts staff meeting at least once per month or as deemed necessary. | Compliant, Non- Compliant |  |
| 1. Ensures that school mission, vision and school’s motto are posted and visual. (*Consistent with the Ministry of Education*). | Compliant, Non- Compliant |  |
| 1. Promotes Patriotism. | Compliant, Non- Compliant |  |
| 1. Ensures that there is an active school development plan. | Compliant, Non- Compliant |  |
| 1. Ensures proper management of textbooks. | Compliant, Non- Compliant |  |
| 1. Ensures proper maintenance of school properties. | Compliant, Non- Compliant |  |
| 1. Develop annual plans/report and present to District Managers. | Compliant, Non- Compliant |  |

**General Comments/Recommendations:**

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Principal’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BDEC Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_