

DISTRICT ADMINISTRATOR EVALUATION FORM

The District Administrator accepts the responsibility to provide leadership in developing and maintaining the best possible educational programs and services.

As you read through the following categories, rate the District Administrator on each category according to the following scale:

- 5 **Outstanding** – Job performance is consistently or frequently far above the expected standards for the position.
- 4 **Very Good** – Job performance is consistently above the expected standard.
- 3 **Satisfactory** – Job performance consistently meets expected standards.
- 2 **Needs Improvement** – Job performance is occasionally below standard and needs corrective action.
- 1 **Unsatisfactory** – Job performance is consistently or frequently below standard. Corrective action is necessary.

RATING

_____ **Relationship with the Board**

Please consider the following areas when determining your rating:

- Recommends policies and procedures to achieve Board Objectives
- Prepares and distributes agendas and all supporting documents for Board meetings
- Keeps the Board informed on issues, needs, and the operation of the school system on a timely basis
- Facilitates the decision-making process for the Board by making sound recommendations for Board action
- Facilitates contract negotiations with the certified staff
- Maintains good relations between the Board and District personnel
- Accepts Board criticism as constructive suggestions for improvement

Comments: _____

RATING

Management Skills and Abilities

Please consider the following areas when determining your rating:

- Manages the district within context of BOE policies
- Develops and implements short and long term plans
- Prepares all necessary reports and keeps accurate records
- Enforces all applicable laws and provisions
- Administers the Master Contract Agreement for the staff and interprets the language therein
- Plans well in advance
- Exercises good judgment and a participatory management style in arriving at decisions
- Is progressive in attitude and action
- Presents information, verbally and written, to the Board, employees, and media in a clear, concise, accurate and timely manner

Comments:

RATING

Personal and Professional Attributes

Please consider the following areas when determining your rating:

- Maintains poise and emotional stability in the full range of professional activities
- Continues to grow professionally
- Stays abreast of trends and developments that may affect the future of the district
- Takes responsibility for his/her own actions

Comments:

RATING

Community and Public Relations

Please consider the following areas when determining your rating:

- Supports Board policy and actions to the public
- Responds to the concerns of the community
- Participates in community life and affairs
- Attains status as community education leader
- Maintains effective public information program

Comments:

RATING

Effective Leadership of Personnel

Please consider the following areas when determining your rating:

- Hires and maintains the best qualified and most competent employees
- Encourages employee development
- Follows personnel dynamics closely and works to resolve conflicts quickly
- Properly delegates authority and responsibility
- Treats all personnel fairly
- Evaluates administrators regarding job descriptions
- Attempts to maintain positive staff morale and loyalty within the organization

Comments:

Evaluation Summary

Board President _____ Date _____

Board Clerk _____ Date _____

This evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement, and that I have (15) calendar days to prepare a written reaction or response to the evaluation.

District Administrator _____ Date _____

APPROVED: March 15, 2010
OCTOBER 20, 2014