**DIRECTOR’S PERFORMANCE EVALUATION**

Name:

1. Appraisal Period From: \_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_
2. Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Needs To

 High Improve

1. **Leadership Skills 5 4 3 2 1** **Comments**
2. Strives for excellence in all 5 4 3 2 1

 areas of the department

1. Initiates and follows through 5 4 3 2 1

 with implementing new programs

 or changes which would make the

 department more effective.

1. Instills confidence and a 5 4 3 2 1

 positive attitude among members

 of staff within the department.

1. Knowledgeable about improved 5 4 3 2 1

 methodologies and educational

 programs which might be of use in

 the department.

1. Decisive in decision-making and in 5 4 3 2 1

 carrying out goals and objectives

 for the department.

1. Affirms and recognizes performance 5 4 3 2 1

 well done by other members

 of staff.

**Additional Comments:** Total + + + + + =  **=**

 **6**

**II. Superintendent/Director Relationship**

1. Knows and is able to assist 5 4 3 2 1

 superintendent in fulfilling

responsibilities according to

 state laws, regulations and

 current Board policies.

1. Willing to listen and to respond 5 4 3 2 1

 to superintendent’s concerns,

 questions or request.

1. Provides superintendent with 5 4 3 2 1

 sufficient information and

 alternatives to assist him in

 making effective decisions.

1. Is prepared, punctual and 5 4 3 2 1

 organized at meetings of the

 Board and/or its committees.

1. Respects confidentiality of 5 4 3 2 1

 individual conversations and

 concerns shared with

 superintendent.

1. Keeps superintendent informed 5 4 3 2 1

 of statewide and national

 concerns related to department

 issues.

1. Supportive of superintendent’s 5 4 3 2 1

 decisions and policies in

 dealing with staff and

 community.

**Additional Comments:** Total + + + + + + =  **=**

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**III. Management Skills**

1. Knows responsibilities of the 5 4 3 2 1

 position and fulfills them

 according to Board policy.

1. Provides for an effective 5 4 3 2 1

 process of fiscal planning,

 budget development and

 monitoring of expenditures.

1. Identifies problems within school 5 4 3 2 1

 district and formulates

 effective ways of resolving them.

1. Delegates responsibility and 5 4 3 2 1

 authority to staff members in

 an effective way in order to

accomplish tasks efficiently.

1. Gathers sufficient information 5 4 3 2 1

 in order to make objective and

 sound recommendations to

 superintendent and staff.

1. Establishes effective channels 5 4 3 2 1

 of communication with

 superintendent and staff.

1. Aware of and fulfills contractual 5 4 3 2 1

 obligations and responsibilities

 negotiated by Board and staff.

1. Works effectively with LEA 5 4 3 2 1

 administrative staff in

 carrying out ISD policies

 and educational goals.

**Additional Comments:** Total + + + +  **+** + +  **=**   **=**

 **8**

**IV. Community Relationships**

1. Provides for an effective 5 4 3 2 1

 public relations program

 that keeps local schools

 and community informed about

 the performance and needs of

 the school district.

1. Knows and is aware of community 5 4 3 2 1

 leaders with whom the school

 district must work or can enlist

 for support.

1. Willing to be involved and “out 5 4 3 2 1

 in front” of the public in

 representing the school district.

1. Develops positive and effective 5 4 3 2 1

 relationships with the

 representatives of the

 community’s media.

**Additional Comments:** Total + + + =  **=**

 **4**

**V. Personal Traits**

1. Appearance and actions 5 4 3 2 1

 provide an appropriate

 and positive example

 for the school district.

1. Willing to “go the extra 5 4 3 2 1

 mile” if necessary in order

 to see that goals and tasks

 are done effectively.

1. Has sense of integrity in 5 4 3 2 1

 performing tasks and

 carrying out responsibilities.

1. Displays continued 5 4 3 2 1

 willingness and desire to

 grow and develop

 professionally.

1. Able to balance demands 5 4 3 2 1

 of work with responsibilities

 to self and family.

1. Capable of dealing with 5 4 3 2 1

 disagreements or differences

 of opinion without being

 vengeful or taking such

 differences personally.

**Additional Comments:** Total + + + + +  **=**   **=**

 **6**

**Over-All Professional Appraisal**

General evaluation of employee’s performance in his/her present position is:

❒ Usatisfactory ❒ Requires Improvement ❒ Effective

Signatures of participants:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Superintendent) (Date)

**DIRECTOR’S SELF-EVALUATION**

**Director’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Please prepare a short statement of your accomplishments throughout the past six months/year:

2. Are there current problems that exist within your area of supervision which are affecting your or the staff’s productivity? Can you do anything about them?

1. How would you rate your performance based on the following criteria: On a scale of 1 to 4 (with 1.0 = Unsatisfactory; 4.0 = Excellent) – you may use decimals, i.e., 2.7, 3.8 etc.

**INDIVIDUAL DEPARTMENTAL GOALS**

1. Please identify three to five goals that you have for your department or area of supervision. How can the Superintendent help or support you in reaching your goals for the District?

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

**PERSONAL/PROFESSIONAL GOALS**

Goal 1:

Goal 2:

Goal 3:

**Overall Rating**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Self-Evaluation Director’s Signature