**EVALUATION FOR PROFESSIONAL DEVELOPMENT**

**EXEMPT ADMINISTRATORS**

Name:

Review Period:

Position:

Date:

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| **Area of Specific Duties** | **Comments** |
| **(1) *Personal Characteristics:*** Include information about **dependability and cooperation and organization and judgment** | . |
| **(2) *Leadership:*** ability to inspire and influence others and win their confidence, loyalty and respect; fair and free of prejudice; will seek opinions and advice of others; creative in problem-solving techniques; motivates others; ability to be firm but not rigid or authoritarian; articulates clear and consistent directions; anticipates problems and demonstrates initiative |  |
| **(3) *Goals:*** sets realistic goals and makes reasonable progress on meeting these goals**.** Keeps immediate supervisor informed of status of goals |  |

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| **Area of Specific Duties** | **Comments** |
| **(4)** ***Budget and Control:*** helps plan for adequate staff supplies and equipment; recognizes budget priorities |  |
| **(5)** ***Performance Responsibilities:*** meets or exceeds all job expectations as delineated in the district job description. **Attach a copy of the job description to this completed form.** |  |

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| Remarks |
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***Please attach a copy of your annual goals.***