**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 + + + + + + =  **=**

**7**

**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