

**SCHOOL DISTRICT OF BAYFIELD
DISTRICT ADMINISTRATOR EVALUATION**

Name: _____

School Year: _____

Date: _____

KEY

4 = True of this individual, as a rule
 3 = Frequently
 2 = Occasionally
 1 = Never
 NA = Not applicable

PLEASE CIRCLE CORRECT INDICATOR

I. PLANNING & EVALUATING

TASKS	PERFORMANCE CRITERIA	INDICATORS/COMMENTS
Involves others in planning as needed 4 3 2 1 NA	- involves staff & community when appropriate. - utilizes information from Board of Education - is responsive to Board of Education	
Organizes, assigns and schedules personnel: allocates fiscal and other resources 4 3 2 1 NA	- assigns personnel for optimal use of skills, time, and expertise - plans use of available resources to support education	
Evaluates program success 4 3 2 1 NA	- systematically evaluates educational outcomes and benefits - uses evaluative information for District improvement	

II. ADMINISTRATING

<u>TASKS</u>	<u>PERFORMANCE CRITERIA</u>	<u>INDICATORS/COMMENTS</u>
Fosters a positive work climate 4 3 2 1 NA	<ul style="list-style-type: none"> - encourages communication & respects difference of opinion - models strong work ethic - models human relations skills 	
Maintains data and records 4 3 2 1 NA	<ul style="list-style-type: none"> - maintains accurate personnel and fiscal records according to District policies and procedures - develops budget and monitors expenditures - submits reports in a prompt, neat and accurate manner 	

III. DECISION MAKING

<u>TASKS</u>	<u>PERFORMANCE CRITERIA</u>	<u>INDICATORS/COMMENTS</u>
Makes and implements decisions 4 3 2 1 NA	<ul style="list-style-type: none"> - uses a rational approach - in compliance with Federal, State, and District requirements - communicates decisions clearly - follows up on decisions 	
Solves problems 4 3 2 1 NA	<ul style="list-style-type: none"> - gathers data, weighs alternatives, develops solutions - overcomes obstacles & constraints creatively 	

IV. COMMUNICATING

TASKS	PERFORMANCE CRITERIA	INDICATORS/COMMENTS
<p>Communicates effectively</p> <p>4 3 2 1 NA</p>	<ul style="list-style-type: none"> - writes clear, concise, organized reports - makes effective oral presentations 	
<p>Communicates with staff, agencies and Board</p> <p>4 3 2 1 NA</p>	<ul style="list-style-type: none"> - has ongoing communication with staff and Board - evaluates staff - maintains communication with other administrators and agencies 	
<p>Communicates school policies and Board intentions to the community</p> <p>4 3 2 1 NA</p>	<ul style="list-style-type: none"> - provides information to communities and area - communicates openly with staff, community and Board 	

Strengths/Accomplishments:

Skills/Abilities for Further Enhancement:

Comments:

Person Completing Evaluation:

Name	Title	Signature	Date
------	-------	-----------	------

Administrator Receiving Evaluation:

Name	Title	Signature	Date
------	-------	-----------	------

APPROVED: 03-09-09