

HARRISBURG SCHOOL DISTRICT	File: AFB-E
Policy Manual	

EVALUATION FORM FOR
CHIEF ADMINISTRATOR

Evaluation of: _____ Date: _____

The rating scale to be used on the evaluation will be as follows:

Exceeds Standards (ES)	Exceeds standards of performance
Standard (S)	Successfully meets standards
Needs Improvement (NI)	Demonstrates an attempt to accomplish the standard, but needs additional experience or help to improve.
Unsatisfactory (U)	Unacceptable performance. Not meeting standards.

EXPECTATIONS

ES	S	NI	U
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I. MANAGEMENT TECHNIQUES

Manages and directs education and business operations with efficiency and competency.

- A. Administers board policy.
- B. Assumes leadership in the implementation of the district's goals and philosophy of education.
- C. Submits, for school board consideration, appropriate recommendations based on study and analysis.
- D. Promotes, develops and sustains a professional working relationship among board members and administration staff.
- E. Advises and assists the school board in the policy-making process.
- F. Makes administrative decisions necessary for the proper functioning of the school.
- G. Determine that funds are spent wisely and that adequate control and accounting procedures are maintained.
- H. Evaluates financial status and makes recommendations for necessary funding.
- I. Plans and reports on the present and future needs of the total school program.

Comments: _____

Recommendations with Timeline for Improvement: _____

EXPECTATIONS

ES	S	NI	U
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II. STAFF RELATIONS

Develops and maintains strong, effective and positive relationships with total staff

- A. Participates with staff, board and community in studying and developing the curriculum improvement process, implementation and evaluation.
- B. Provides procedures in curriculum work that utilizes the abilities and talents of the professional staff and lay people of the community.
- C. Meets and confers with staff to promote understanding of the interest and will of the board.
- D. Develops and executes sound personnel procedures and practices.
- E. Delegates authority to staff members appropriate to the position each holds.
- F. Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation and recommendations.
- G. Takes an active role in the development of all areas of the negotiated settlement.

Comments: _____

Recommendations with Timeline for Improvement: _____

EXPECTATIONS

ES	S	NI	U
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III. BOARD RELATIONSHIPS

Establishes a positive, effective working relationship with the school board.

- A. Keeps the board informed on issues, needs and operation of the school system
- B. Offers professional advice to the board on items requiring board action, making recommendations based on thorough

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- analysis. Uses legal counsel when appropriate.
- C. Bases any position upon principle and philosophy. Makes every effort to convey those beliefs to the board. If the board's position is otherwise, the chief administrator supports the board's position.
 - D. Makes recommendations for employment, promotion, and /or dismissal of personnel and accepts responsibility for the recommendations. If the recommendation is not accepted by the board, the chief administrator willingly seeks another qualified person to recommend.
 - E. Goes directly to the board when an honest, objective difference of opinion exists between the superintendent and any or all members of the board, in an earnest effort to resolve such a difference.

Comments: _____

Recommendations with Timeline for Improvement: _____

IV. COMMUNITY/PUBLIC RELATIONS

Builds and demonstrates effective leadership and participation in community/public relations to promote and enhance the school image.

EXPECTATIONS

ES S NI U

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- A. Supports board policy and actions.
- B. Communicates effectively with administrators, teachers, school board, parents and the community.
- C. Solicits opinions from divergent groups and individuals and responds respectfully to identified problems.
- D. Develops and maintains cooperative relationships with the news media.
- E. Builds coalitions with city government and community boards to gain financial and programmatic support.
- F. Communicates clearly and succinctly the needs of the school district.
- G. Works cooperatively with public and private agencies.

Comments: _____

Recommendations with Timeline for Improvement: _____

EXPECTATIONS

ES	S	NI	U
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V. PERSONAL QUALITIES

Presents a positive leadership model.

- A. Defends principle and conviction in the face of pressure and influence.
- B. Seeks and accepts constructive criticism.
- C. Demonstrates the ability to work well with individuals and groups.
- D. Serves as a model for wellness in appearance, personal habits and behavior.
- E. Speaks and writes effectively.
- F. Maintains composure when faced with an unexpected or disturbing turn of events
- G. Enjoys an appropriate sense of humor.

Comments: _____

Recommendations with Timeline for Improvement: _____

EXPECTATIONS

ES	S	NI	U
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VI. PROFESSIONAL GROWTH, LEADERSHIP AND CONDUCT

Improves professional skills and knowledge and models ethical conduct.

- A. Continues professional development through reading, coursework, conference attendance, work on professional committee work and interaction with educators from other districts.
- B. Develops, uses and evaluates effective approaches to improve job performance.
- C. Holds meetings as necessary for the discussion of matters concerning the improvement and welfare of the district.
- D. Recommends the numbers and types of positions required to provide proper personnel for the operation of all programs.
- E. Behaves in a manner expected of the community's

educational leader.

Comments: _____

Recommendations with Timeline for Improvement: _____

EMPLOYMENT RECOMMENDATION

Recommended for continued employment _____

Recommended for continued employment with qualifications _____

Not recommended for employment _____

Comments: _____

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

(Board Chairman's Signature)

(date)

(District Administrator's Signature)

(date)

Adoption date: March 24, 2014
Amended date: