

Performance Evaluation Report for Directors/Executive Directors Form H



Spokane Public Schools
excellence for everyone

Date _____

Name (Last) _____ (First) _____ (Initial) _____

School or Location _____ Position Title _____ Effective Date of Present Assignment _____

	More Than Satisfactory	Satisfactory	Less Than Satisfactory
Professional Preparation			
<p>A. Technical Knowledge Knowledge of all procedures, fundamentals, techniques, processes, and information pertinent to the effective performance of this job.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>B. Professional Preparation and Scholarship Has proper administrative credentials, academic preparation, and demonstrated scholarship necessary for administrative assignment.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Administrative Skills			
<p>A. Ability to Evaluate Knowledge of, experience in, and training in recognizing good professional performance, capabilities, and development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>B. School Finance Understanding of budget, student body accounting, cash flow, data processing, and other school finance essentials.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>C. Ability to Administer or Manage Determining priorities, establishing objectives, developing and implementing tactics and strategies to achieve objectives, measuring end results, maximizing utilization of one's time.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>D. Problem-Solving Capabilities Use of analytical approach to identify, evaluate, then select from alternative solutions best course of action.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>E. Ability to Assume Responsibility Taking decisive, independent action in carrying out accountabilities with only minimum advance endorsement from supervisor of risk decision.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>F. Human Relations Skills Forming effective, supportive, and cooperative relationships with students, peers, subordinates, superiors, parents, and other constituents. Using good communications and motivational tools.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrative Skills (cont'd.)

More Than Satisfactory

Satisfactory

Less Than Satisfactory

G. Concern for Students

Displays interest in the welfare of students and establishes an effective education program for them.

H. Development of Subordinates

Facility to motivate, counsel, and develop subordinates into top performers on their present job and to broaden those with managerial potential.

I. Leadership

Has the confidence of staff and community. Is able to make decisions that are consistent with the goals and objectives of the district. Fulfills management team expectations.

J. Effort Toward Improvement

Strives to perfect his/her administrative skills by being open to constructive criticism and suggestions for improvement.

Narrative

Prepared by Associate Superintendent (Signature)

Date

Reviewed by Superintendent (Signature)

Date

Has this information been presented to the evaluatee in a planned performance review? Yes No

If no, explain: _____

I do do not agree with this evaluation/profile. There is is not an additional statement attached.

Evaluatee's Signature

Date