

Todd County School District Policy Exhibit: GCOAA-E

**DEGREED NON-INSTRUCTIONAL EVALUATION -
EXHIBIT**

Evaluatee: _____

Position: _____

Evaluator: _____

School Year: _____

Date: _____

Rating scale: 5 Excellent 4 Above Average 3 Average 2 Below Average 1 Poor

I. KNOWLEDGE OF AREA OF RESPONSIBILITY:

- | | | | | | | |
|----|--|---|---|---|---|---|
| 1. | Has a working knowledge of area of responsibility. | 5 | 4 | 3 | 2 | 1 |
| 2. | Seeks opportunities for professional growth. | 5 | 4 | 3 | 2 | 1 |
| 3. | Keeps up to date on Federal and/or State Statutes/ Rules/
Regulations pertaining to area of responsibility. | 5 | 4 | 3 | 2 | 1 |

II. PLANNING, ORGANIZATIONAL SKILLS, AND DECISION MAKING:

- | | | | | | | |
|----|---|---|---|---|---|---|
| 1. | Shows evidence of sound judgment, logical thinking, creativity and
imagination. | 5 | 4 | 3 | 2 | 1 |
| 2. | Adheres to the policies/directives of the Board of Education as well
as the District Superintendent. | 5 | 4 | 3 | 2 | 1 |
| 3. | Accepts assigned responsibilities. Does not neglect critical areas. | 5 | 4 | 3 | 2 | 1 |
| 4. | Formulates and uses objectives of management. | 5 | 4 | 3 | 2 | 1 |
| 5. | Shows ability to make timely and appropriate decisions. | 5 | 4 | 3 | 2 | 1 |
| 6. | Shows ability to formulate and maintain appropriate records/
reports, etc. pertaining to area of responsibility. | 5 | 4 | 3 | 2 | 1 |

- | | | |
|-----|--|-----------|
| 7. | Develops long-range plans which reflect job description and school calendar. | 5 4 3 2 1 |
| 8. | Makes use of appropriate outside persons and agencies as both resource and referral units. | 5 4 3 2 1 |
| 9. | Stays within budget guidelines. | 5 4 3 2 1 |
| 10. | Provides staff with items necessary to complete their duties. | 5 4 3 2 1 |
| 11. | Implements plans to meet program needs. | 5 4 3 2 1 |

III. LEADERSHIP ABILITIES AND PROFESSIONALISM:

- | | | |
|----|--|-----------|
| 1. | Solicits and utilizes staff input in decision making. | 5 4 3 2 1 |
| 2. | Uses leadership techniques which accomplish assigned tasks. | 5 4 3 2 1 |
| 3. | Works with community leaders if essential to assignment. | 5 4 3 2 1 |
| 4. | Shows consistent dependability and accountability. | 5 4 3 2 1 |
| 5. | Shows loyalty to colleagues and District. | 5 4 3 2 1 |
| 6. | Anticipates problems and adjusts leadership in appropriate manner. | 5 4 3 2 1 |
| 7. | Is tactful and self-controlled. | 5 4 3 2 1 |

IV. HUMAN RELATIONS AND COMMUNICATION SKILLS:

- | | | |
|----|--|-----------|
| 1. | Demonstrates ethnic awareness. | 5 4 3 2 1 |
| 2. | Has communication skills necessary to provide leadership in assigned area of responsibility. | 5 4 3 2 1 |
| 3. | Develops and maintains good relationships with all of the human elements within the scope of assignment. | 5 4 3 2 1 |

V. UTILIZATION OF RESOURCES:

- | | | |
|----|--|-----------|
| 1. | Makes effective and efficient use of the buildings, rooms, equipment, and materials in area of responsibility. | 5 4 3 2 1 |
| 2. | Makes effective and efficient use of available financial resources. | 5 4 3 2 1 |

3. Provides for the care and security of school property in the area of responsibility. 5 4 3 2 1

VI. SUPERVISION AND EVALUATION OF STAFF:

1. Conducts evaluation of all staff within the scope of Board policy. 5 4 3 2 1
2. Establishes and maintains individual evaluation files prescribed by Board Policy. 5 4 3 2 1
3. Ascertains that evaluations contain the appropriate documentation. 5 4 3 2 1
4. Conducts a staff needs assessment and provides programs/ assistance to meet those needs. 5 4 3 2 1

VII. COMMENTS RELATIVE TO PERFORMANCE RATINGS:

VIII. STATEMENT BY EVALUATOR:

IX. POST CONFERENCE NOTES

Date

Time

X. SIGNED: _____

Evaluator

Date

SIGNED: _____

Evaluatee

Date

I have had a conference with my evaluator (signing shall not imply agreement by the evaluatee, but merely indicates that the above have been addressed.)

XI. STATEMENT BY EVALUATEE: