

# ASSISTANT DIRECTOR PERFORMANCE APPRAISAL INSTRUMENT

Assistant Director's Name \_\_\_\_\_

Location \_\_\_\_\_

**INSTRUCTIONS**

1. The evaluator is to rate the assistant director on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The assistant director is provided an opportunity to react to the evaluator's rating and comments.
4. The evaluator and the assistant director must discuss the results of the appraisal and any recommended action.
5. The assistant director and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the assistant director's personnel folder.

### LEVEL OF PERFORMANCE

**SUPERIOR** Performance within this function area is consistently outstanding. Practices are demonstrated at the highest level of performance. The individual continuously seeks to expand scope, of-competencies and constantly undertakes additional, appropriate responsibilities.

**WELL ABOVE STANDARD** Performance within this function area is frequently outstanding. Some practices are demonstrated at the highest level while others are at a consistently high level. The individual frequently seeks to expand scope of competencies and often undertakes additional, appropriate responsibilities.

**ABOVE STANDARD** Performance within this function is frequently high. Some practices are demonstrated at a high level while others are at a consistently adequate/acceptable level. The individual sometimes seeks to expand scope of competencies and occasionally undertakes additional, appropriate responsibilities.

**AT STANDARD** Performance within this function area is consistently adequate/acceptable. Practices fully meet all performance expectations at an acceptable level. The individual maintains an adequate scope of competencies and performs additional responsibilities as assigned.

**BELOW STANDARD** Performance within this function area is sometimes inadequate/unacceptable and needs improvement. The individual requires supervision and assistance to maintain an adequate scope of competencies, and sometimes fails to perform additional responsibilities as assigned.

**UNSATISFACTORY** Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. The individual requires close and frequent supervision in the performance of all responsibilities.

**MAJOR FUNCTIONS:**

**A. PROGRAM OVERSIGHT**

1. Observes and evaluates the program activities.
2. Assesses the overall effectiveness of the program.
3. Initiates and directs improvements in the program.
4. Provides supervision/leadership for appropriate personnel.

COMMENTS:

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

**B. PROGRAM MANAGEMENT**

1. Provides leadership in developing comprehensive program plans.
2. Provides leadership in implementing the planned programs.
3. Is an effective leader of the ongoing program.
4. Provides leadership in evaluating the program.

COMMENTS:

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

**C. FISCAL MANAGEMENT**

1. Prepares or assists in the preparation of budget and
2. administers funds as assigned in accordance with established federal, state, and local policies.
3. Cooperates with other departments or agencies to insure that funds are coordinated for maximum services.
4. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials and supplies in accordance with local, state and federal policies.
5. Prepares or oversees the preparation of records and reports as required by local, state and federal policies.

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS:

**D. INFORMATION MANAGEMENT**

1. Effectively communicates with the school system and community
2. to share information about the program.
3. Serves as a liaison between school system and local, state and federal agencies
4. Assists in the development of in-service programs for the development and improvement of staff.
5. Plans and accomplishes personal professional growth objectives.
6. Demonstrates professional ethics.

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS:

**E. PERSONNEL MANAGEMENT**

1. Assists in the screening, selection and placement of personnel.
2. Delegates and supervises staff responsibilities.
3. Assists in evaluating staff according to established personnel policies.

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

COMMENTS:

Evaluator's Summary Comments:

Assistant Director's Reactions to Evaluation:

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Assistant Director's Signature

Date

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Evaluator's Signature

Date

*Signature indicates that the written evaluation has been seen and discussed.*