

SCHOOL ADMINISTRATIVE UNIT # 68
LINCOLN, NH 03251

NAME: _____

ADMINISTRATIVE PERFORMANCE EVALUATION FORM

MANAGEMENT COMPETENCIES

Leadership:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Readily assumes overall responsibility for projects and tasks (as well as for students and/or staff if appropriate).
- Sets challenging objectives for self and ensures that other set and achieve challenging objectives.
- Establishes priorities, schedules activities, and uses other human resources effectively to accomplish goals.
- Delegates authority and responsibility in accomplishing projects or assignments.

Comments:

Decision Making:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Shows a willingness to make decisions, render judgement, take action, and commit self and others in a timely manner.
- Demonstrates assertiveness and confidence when a decision is made.
- Makes high quality decisions which reflect appropriate action based upon circumstances and data available and which are in keeping with the philosophy, goals, objectives, and policies of the district when applicable.

Comments:

Analytical Ability and Judgment:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Identifies important issues and problems.
- Searches for and gathers many different kinds of information before arriving at an understanding of an event or problem.
- Uses analytical skills to review information and formulate alternative solutions to problems.

Comments:

MANAGEMENT COMPETENCIES

Sensitivity and Work Climate:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Creates a work climate which reflects trust, openness, and good relations among personnel.
- Emphasizes fairness in dealing with personnel.
- Is aware of the effects of his/her behavior and decisions on other people.
- Considers the position, feelings, and perspective of others when planning, organizing, and making decisions.
- Tailors style of interaction to fit the situation or audience.
- Is tactful in oral and written responses to others.

Comments:

Persuasiveness:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Persuades or influences others through a number of possible means.
- Changes tactics or strategies when original plan fails to persuade.

Comments:

Teamwork/Interpersonal Relationships:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Stimulates others to interact, work together, resolve conflicts, and encourages others to reach mutual agreement.
- Works as part of the team with district and school staffs.
- Coordinates efforts with other departments or staff.
- Compromises when necessary for the benefit of the district.
- Uses own ideas and ideas of others to initiate and stimulate dialogue and facilitate the group process.

Comments:

MANAGEMENT COMPETENCIES

Commitment to Mission and Image:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Presents a positive image of the school and district.

- Conveys a commitment to the mission and values of the school and the district.

Comments:

Planning and Organization:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Formulates plans which are compatible with the district's organizational goals and objectives.
- Develops written comprehensive plans based upon assessment of needs.
- Assesses budget needs and stresses the cost effectiveness in budget administration.
- Ensures that sound property control procedures are in operation.
- Adheres to the financial and record keeping procedures of the district.
- Works with district staff and/or consultants to plan for program development and improvement as well as for other technical assistance.
- Anticipates, plans, and schedules for future needs.

Comments:

Personnel Development:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Views developing others as primary objective and helps individuals grow by providing assistance.
- Is actively involved in selecting a well-trained and qualified staff.
- Conducts an ongoing program of personnel evaluation, utilizing observations, conferences, and other appropriate evaluation techniques to help personnel increase their effectiveness.

- Ensure that a continuing, effective program of staff development exists for instructional and/or support personnel based upon identified needs.
- Helps individuals grow by providing feedback regarding their strengths and weaknesses.

Comments:

MANAGEMENT COMPETENCIES

Communication Skills:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Ensures that there is effective dissemination of information to and from all staff members.
- Provides for the effective exchange of information between schools and the district.
- Writes clear, concise, and properly structured letters, memos, and reports.
- Demonstrates effective oral expression when presenting ideas or tasks to an individual or group.
- Shares ideas with others in a clear and informative manner.
- Uses summary clarification, paraphrasing, and perception checks to test the accuracy of his/her understanding of another's perspective.

Comments:

Productivity and Performance Management:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Completes assignments within time schedules while meeting quality requirements.
- Ensures that required reports and information are submitted in accordance with established deadlines.

- Adjusts to new situations resulting from new laws, decisions, or circumstances with the flexibility needed to adapt and operate.
- States and demonstrates high work standards for self and others.

Comments:

Professional and Technical Knowledge:

___ Above Expectation ___ At Expectation ___ Below Expectation ___ No Basis

- Is knowledgeable of and adheres to state laws, regulations, and district policies.
- Understands and practices principles and theories of specialized subject area or professional discipline.
- Participates in a continuing program of self-improvement activities.
- Remains up-to-date on development in field of expertise.

Comments:

First Reading: January 25, 2000
 Second Reading: March 28, 2000
 Adopted: March 28, 2000