



District Administrator Evaluation Form

NAME		Date	
EVALUATOR		EVALUATOR	

4	3	2	1
Exceptional	Meets expectations	Needs some improvement	Below expectations
Often exceeds all relevant performance standards	Consistently meets all relevant performance standards	Occasionally falls short of performance standards	Consistently falls short of performance standards

Please check off a rating for each of the criteria listed below. There is space provided for any additional comments.

Professionalism

	4	3	2	1	Comments
<i>Demonstrates a proactive, forward-thinking approach in determining objectives and direction.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Composure, appearance, and attitude fitting for an individual in an executive position.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Receptive to constructive criticism and advice.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Able to compose written materials clearly and concisely, communicate to diverse audiences, and communicate verbally one-to-one and in group settings.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Displays accuracy and in-depth knowledge in administrative field, consistently attempts to improve job knowledge and competence in field.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Board Relationship/Policy Execution

	4	3	2	1	Comments
<i>Carries out directives of the Board as a whole rather than those of any one Board member.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assists the Board in resolving problems at the administration level to avoid unnecessary Board action.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Responds to requests for information or assistance by the Board.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Implements Board action in accordance with the intent of the Board.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Supports the actions of the Board after a decision has been reached.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Maintains an honest, truthful, and professional relationship with each Board Member.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Community Relations

	4	3	2	1	Comments
<i>Responds to correspondence, requests, and complaints, quickly, appropriately and professionally.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Serves as an effective spokesperson for the District; represents the programs, services, and point of view of the organization to agencies, organizations, and the</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<i>general public.</i>					
<i>Establishes sound working relationships and cooperative arrangements with community groups and organizations.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Represents the District well and in a professional and positive manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervision/Leadership

	4	3	2	1	Comments
<i>Encourages Management team members to make decisions within their own area without District Administrator approval, yet maintains general control of administrative operations.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Has developed a friendly and informal relationship with the staff as a whole, yet maintains the dignity of the District Administrator's Office.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Demonstrates a high level of professional, managerial and technical job knowledge and applies best practices.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Promotes an atmosphere conducive to others professional development, growth and learning.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Demonstrates a capacity for innovation and creativity.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Financial Management

	4	3	2	1	Comments
<i>Prepares a balanced budget to provide services at a level intended by the Board</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Makes the best possible use of available funds, conscious of the need to operate the District efficiently and effectively.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Prepares a budget and budgetary recommendations in an intelligent and accessible format.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Strengths & Accomplishments

Areas for Improvement

Goals for the Upcoming Year

ACKNOWLEDGMENT

Signing below acknowledges that both parties have met and discussed this performance appraisal.

<i>District Administrator:</i>		<i>Date:</i>
<i>Board Evaluator:</i>		<i>Date:</i>



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Board Evaluator:		Date:
Board President:		Date: