

ate Adopted: 09/09/91	File Number: Detroit Lakes Policy - 307
Date Revised: 07/07/97	

307 - ADMINISTRATOR/SELF PERFORMANCE APPRAISAL POLICY

BACKGROUND: This document is to be used as an open ended instrument for discussion and the improvement of the administrator's job performance. The construction allows it to be used by the diverse administrative responsibilities within the Detroit Lakes School District.

INSTRUCTIONS:

1. The supervisor and administrator will each complete the Performance Rating Sheet separately prior to the meeting. Those areas on the Rating Scale that are not applicable should be marked with an "NA."
2. The rating sheets will be compared and discussed at the meeting. This will be the starting point for the conference.
3. The conference will center around the strengths or concerns that are indicated on the Performance Rating Sheet.
4. Comments would be noted on page two under the "Comments" section based on the Rating Sheet discussion.
5. The Supervisor and the Administrator would each bring 3 goals for the following year to the conference. These would be discussed and agreed on.
6. The discussion would lead to recommendations being formulated.

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Evaluator

Evaluatees

Superintendent

Education Director, Business Manager, Director of Community Education, Director of Special Education

Business Manager

Food Service Director, Supervisor of Operations, Accountant

Education Director

High School and Junior High Principals, Chemical Health Coordinator, Elementary Principals

Principals

All Assistants

Detroit Lakes Public Schools
Administrator/Self Performance Appraisal

Name of Person Being Appraised: _____

Evaluator: _____ Date: _____

RATING KEY:	
5	Excellent
4	Good
3	Fair
2	Needs Improvement
1	Unacceptable
NA	Not Applicable

INSTRUCTIONS: Please rate the following personal skills of a District Administrator by circling the appropriate number following each item:

	<u>Individual</u>	<u>Administration</u>
ACHIEVEMENT DRIVE - Has the initiative and persistence to accomplish meaningful goals	5 4 3 2 1 NA	5 4 3 2 1 NA
TECHNICAL COMPETENCE - Has a thorough knowledge and understanding of the field	5 4 3 2 1 NA	5 4 3 2 1 NA
SUPPORTIVENESS - Supports those who are responsible to him/her	5 4 3 2 1 NA	5 4 3 2 1 NA
FLEXIBILITY - Able to adjust well to changes in plans and procedures	5 4 3 2 1 NA	5 4 3 2 1 NA
CONSIDERATION OF OTHERS - Patient, understanding, fair, promotes equitable treatment, is considerate and courteous	5 4 3 2 1 NA	5 4 3 2 1 NA
ENCOURAGES STAFF PARTICIPATION - Encourages community/staff/students to raise questions and express opinions	5 4 3 2 1 NA	5 4 3 2 1 NA
ABILITY TO DELEGATE RESPONSIBILITY - Assigns tasks to personnel	5 4 3 2 1 NA	5 4 3 2 1 NA

APPROPRIATE COMMUNICATION SKILLS - Thorough oral/written skills	5 4 3 2 1 NA	5 4 3 2 1 NA
PROMOTES STAFF MORAL - Creates a feeling of unity and enthusiasm	5 4 3 2 1 NA	5 4 3 2 1 NA
SENSE OF HUMOR - Has a good sense of humor	5 4 3 2 1 NA	5 4 3 2 1 NA
DECISION-MAKING ABILITY - Has the ability to make professional and timely decisions	5 4 3 2 1 NA	5 4 3 2 1 NA
MANAGERIAL SKILL - Able to coordinate the efforts of staff/system members for peak efficiency	5 4 3 2 1 NA	5 4 3 2 1 NA
AWARENESS - Is conscious of the staff concerns that exist	5 4 3 2 1 NA	5 4 3 2 1 NA
LEADERSHIP SKILL - Leadership results in the attainment mutually acceptable goals	5 4 3 2 1 NA	5 4 3 2 1 NA

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(The section below may be continued on the reverse side of the form)

Comments: _____

Recommendations: _____

Goals: _____

Signature of Evaluator: _____

Signature of Person Being Appraised: _____

(Signature does not indicate agreement with statements, only that a conference was held.)

(Final copies to Superintendent and Personnel file by April 1.)