

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 6410 P-1

ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES
EVALUATIVE CRITERIA AND EVALUATION FORM

CRITERIA

SCALE

PERSONNEL	
a. Is responsible for recommending the hiring of certificated and classified to the board of directors.	
b. Ensures trained substitutes are appropriately placed.	
c. Administers FEA, PSE, SEIU, and Teamster collective bargaining agreements.	
d. Represents the board of directors and superintendent at negotiations.	
e. Serves as district liaison for benefit plans.	
f. Ensures compliance with Title IX and affirmative action requirements.	
g. Supervises staff evaluation process.	
h. Coordinates student teacher placement program.	
CURRICULUM AND PUPIL PERSONNEL SERVICES	
a. Supervises the director of curriculum and staff development.	
b. Supervises the director of special education.	
c. Assists with supervision of federal programs.	
d. Analyzes and recommends staffing needs and ratios.	
e. Serves as hearing officer for student disciplinary hearings.	

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CRITERIA

SCALE

GENERAL ADMINISTRATION		
a.	Prepares enrollment projections and reports.	
b.	Assists with evaluation of administrative staff.	
c.	Serves as task group leader as directed.	
d.	Represents superintendent in his/her absences.	
e.	Obtains legal counsel on appropriate matters.	
f.	Carries out directives in a timely and professional manner.	
g.	Responsible for the development and revision of school board policies.	
h.	Completes tasks in a timely and efficient manner.	
i.	Works in a positive fashion with parents, staff and others.	
SCHOOL FINANCE		
a.	When practical, utilizes staff members to help establish the budget.	
b.	Coordinates, prioritizes and recommends budgets that encompass all aspects of his/her responsibilities.	
c.	Maintains department spending within established budgetary levels.	
d.	Achieves goals in a timely and cost effective manner.	

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CRITERIA

SCALE

PROFESSIONAL PREPARATION AND SCHOLARSHIP	
a. Continues professional study and activity.	
b. Uses current knowledge on educational and administrative matters.	
EFFORT TOWARD IMPROVEMENT WHEN NEEDED	
a. Responds positively to suggestions for professional improvement.	
b. Modifies own behavior on the basis of self-appraisal or appraisal of superintendent.	

KEY: 4 - Superior 1 - Unsatisfactory
 3 - Very Good 0 - Don't know or extenuating
 2 - Acceptable circumstances preclude evaluation

Suggestions for Improvement: _____

Particular Strengths: _____

Superintendent's Signature

Date

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I have received and read the above report.

Employee's Signature

Date

Implemented	07-29-85
Revised	07-28-88
Revised	02-04-92
Revised	07-08-97