

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 6410 P-3

EXECUTIVE DIRECTOR FOR INSTRUCTIONAL SERVICES  
EVALUATIVE CRITERIA AND EVALUATION FORM

CRITERIA	SCALE
<b>CURRICULUM</b>	
a. Directs federal and special programs which serve the needs of all students, including the educationally disadvantaged, the gifted, and those having other special programs.  (1) provides leadership in planning, organizing, monitoring, and evaluating.	
(2) ensures compliance with state and federal laws and guidelines.	
b. Directs district-wide computer and technology program.	
c. Co-chairs the Lummi-FSD Advisory Committee: plans, organizes, and implements effective programs.	
d. Actively seeks federal and state funds and provides "grantsmanship" expertise.	
e. Administers elementary school enrichment programs.	
f. Works with administrators in the development of grants or recognition programs.	
g. Coordinates the activities of Cultural Awareness Weeks.	
h. Keeps the instructional team current on developments and activities related to his/her areas of responsibility.	
i. Communicates with staff about developments in Technology.	

CRITERIA	SCALE
<b>LEADERSHIP</b>	

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 6410 P-3

a. Serves as principal of Beach School.	
b. Actively promotes school/business partnerships.	
c. Secures community and staff involvement, when appropriate, in the establishment and implementation of district and building goals.	
d. Assists the Superintendent in designated tasks.	
e. Carries out directives in a timely and professional manner.	
f. Completes tasks in a timely and efficient manner.	
g. Works in a positive fashion with parents, staff and others to resolve differences.	

PERSONNEL	
a. Assists with the hiring, supervision and evaluation of certificated and classified staff.	
b. Provides appropriate evaluation of staff.	
c. Provides staff training programs for assigned personnel.	

CRITERIA

SCALE

SCHOOL FINANCE	
a. When practical, utilizes staff members to help establish the budget.	

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 6410 P-3

b. Coordinates, prioritizes and recommends a special programs budgets that encompass all special program efforts for the district (including technology, grants, and enrichment budgets).	
c. Maintains department spending within established budgetary guidelines.	
d. Achieves goals in a timely and cost effective manner.	
e. Plans effectively to ensure that designated equipment and facilities meet student and staff needs.	

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 and appraisal of others.	

KEY:     4 - Superior  
          3 - Very good  
          2 - Acceptable

1 - Unsatisfactory  
0 - Don't know or extenuating  
circumstances preclude  
evaluation

Suggestions for Improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Particular Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 6410 P-3

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

I have received and read the above report.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Revised 06-03-96  
Revised 07-08-97