



SCHOOL OPERATIONS MANAGER EVALUATION FORM

Name:

Title:

School/Department:

Date:

KEY: 4 Exceeds Expectations 3 Meets Expectations 2 Needs Improvement 1 Unsatisfactory N/A Not applicable

	1	2	3	4	NA
1. Is punctual and reliable in attendance.	☐	☐	☐	☐	☐
2. Coordinates disaster preparation, fire drills, student, staff and public safety.	☐	☐	☐	☐	☐
3. Performs job responsibilities in an organized, efficient manner.	☐	☐	☐	☐	☐
4. Manages school budget and maintains appropriate records for school fiscal affairs in accordance with school and district policies and procedures.	☐	☐	☐	☐	☐
5. Follows policies and procedures in performing job responsibilities.	☐	☐	☐	☐	☐
6. Monitors student attendance and enrollment reports.	☐	☐	☐	☐	☐
7. Plans and coordinates to maintain a positive safe, learning environment for students and supports implementation of school's discipline plan, including disciplinary record-keeping.	☐	☐	☐	☐	☐
8. Handles and responds to work related correspondence, calls, and other communications courteously.	☐	☐	☐	☐	☐
9. Is competent in the use of office technology and job-related software.	☐	☐	☐	☐	☐
10. Plans for and provides orientation, transition, and school programs information to students, parents and staff.	☐	☐	☐	☐	☐
11. Manages school scheduling, special events, field trips, cafeteria, transportation, maintenance, and playground.	☐	☐	☐	☐	☐
12. Supervises extra-curricular programs including community use of the school site.	☐	☐	☐	☐	☐

	1	2	3	4	N/A
13. Administers and supervises the maintenance of the physical facilities.	☐	☐	☐	☐	☐
14. Demonstrates initiative and resourcefulness. Accepts guidance and suggestions.	☐	☐	☐	☐	☐
15. Assumes responsibility for the administration of the school In the absence of the Principal.	☐	☐	☐	☐	☐
16. Seeks opportunities for professional growth and development, including enrollment in courses, workshops, and other staff development.	☐	☐	☐	☐	☐

Evaluator's Comments:

Employee's Comments:

(Use additional pages if necessary)
Evaluator Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

(The employee's signature indicates that he/she and the evaluator have discussed this evaluation and does not necessarily indicate agreement with the evaluation)