January Administrative Director Evaluation (Meetings, Strategic Planning, Community Relations, Labor Relations)

2= Performance may need some attention. Please comment.

3= Progress is being made toward this expectation.

4= Performance is in full compliance with this expectation.

M	е	e	ti	n	q	S

J (1)	iigo				
1	. The Administi meetings.			or to the Board during o	official
	1	2	3	4	
	Comments:				
2		luding executive		e participates in board ordance with state statu	utes
	1	2	3	4	
	Comments:				
3			•	e with all legal requirer ce of meeting records. 4	
	Comments:				
4		rative Director a e meeting agen		n and/or vice-chairmar	n in
	1	2	3	4	
	Comments:				
5		-		much information as d bers to make informed	
	1	2	3	4	
	Comments:				

	6.	The Administrative Director provides the Board with the agenda and supporting materials in an agreed upon time frame.						
		1	11ais iii aii agreed up 2	3	4			
		Comments:						
Strate	eg	jic Planning						
•	1.	The Administrative Director provides assistance to the Board in setting a "clear direction" as they establish the NW BOCES Strategic Plan, vision and mission statement, governance policies, roles and responsibilities policies, and student achievement expectations.						
		1	2	3	4			
		Comments:						
:	2.	The Administrative Director leads the Board in the development, implementation, and evaluation of the NW BOCES Strategic Plan, vision and mission statement, governance policies, roles and responsibilities policies, and student achievement.						
		1	2	3	4			
		Comments:						
;	3.	The Administrati during the year.	ve Director reports p	orogress to the Board				
		1	2	3	4			
		Comments:						
Com	mı	unity Relation	ons					
•	1.		•	nsible for informing s I programs and activi 3	• •			
		Comments:						
		-						
;	2.			nes a working relation ervices, other agenci	-			
		1	2	3	4			
		Comments:	2	007b-R				

3.	The Administrative Director makes recommendations to the Board for resolution of complaints not resolved at the administrative level.					
	1	2	3	4		
	Comments:					
4.	The Administrat		s the Board's liaison	with standing and		
	1	2	3	4		
	Comments:					
5.	procedures, acti	ons, or decisions tha	asonable steps to ens at result in lawful, eth parents, staff and cor 3	ical, safe, respectful,		
	Comments:					
Labor R	Relations					
1.			a compensation and	benefits plan is		
	presented to the	Board. 2	3	4		
	Comments:					
2.	The Administrat		ers contracts and/or	agreements in		
	1	2	3	4		
	Comments:					
		2007c-	·R			

May Administrative Director Evaluation (Budget/Finance & Facilities, Transportation, Food Services)

- 1= Performance is not in compliance with this expectation. Please comment.
- 2= Performance may need some attention. Please comment.
- 3= Progress is being made toward this expectation.
- 4= Performance is in full compliance with this expectation.

В	u	d	a	е	t/	F	ir	a	n	C	е
			J	_		-				_	_

		• •	
dge	t/Finance		
1.	The Administrative Director ensures a Board that is based upon the Board's 1 2		
	Comments:		
2.	The Administrative Director takes rearequirements are met in the administrative 1		sure that all legal
	Comments:		
3.	The Administrative Director takes reacondition of the NW BOCES is consist vision and mission statement, govern responsibilities policies. B) The long-sound. C) The Board is notified prior from the annual budget adopted by the authority to determine the financial materials.	tent with the NW BO nance policies, and re term financial health to any spending that ne Board. D) The Boa	CES Strategic Plan, oles and of the NW BOCES is materially deviates ard's ultimate
	Comments:		
4.	The Administrative Director takes rea protected, adequately maintained, an 1 2	-	
	Comments:		
5.	The Administrative Director acts as a matters of the NW BOCES. 1 2 Comments:	resource to the Boa	rd on all financial 4
	Comments.		

Facilities, Transportation, Food Services

		gulations that adhere Idings, grounds, faci		y, for the supervision :. 4
	1	2	3	4
	Comments:			
2.		Director is responsil nge plans for prevent		
	1	2	3	4
	Comments:			
3.	and/or rules and re	gulations that adhere transportation servic	to NW BOCES polic	istrative procedures, y, for the supervision rograms and assigns
	1	2	3	4
	Comments:			

1. The Administrative Director develops and implements administrative procedures,

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August Administrative Director Evaluation (Personnel, Student Services, Instruction)

2= Perform 3= Progres	ance may need som s is being made tow	iance with this expectation attention. Please com ard this expectation. iance with this expectation	ment.			
Persor	nnel					
1.	NW BOCES shall	wise provided by law Il rest with the Admin accountable to the Ad 2	istrative Director and	d all staff members of		
	Comments:					
2.		ive Director makes re or dismissal of all ce 2		he Board regarding		
	Comments:					
3.	The Administrat staff.	ive Director is respor	nsible for the employ	ment of classified		
	1	2	3	4		
	Comments:					
4.	4. The Administrative Director establishes job descriptions, assigns staff and establishes a comprehensive evaluation system for all staff.					
	1 Comments:	2	3	4		
5.	The Administrat	ive Director serves a	s the Board's liaison 3	with staff.		

Comments:

	procedures, actions or decisions result in lawful, ethical, safe, respectful dignified treatment of staff and volunteers.				
		1	2	3	4
		Comments:			
	7.		ive Director makes re niring any paid perso 2		<u>-</u>
		Comments:			
	8.		ive Director evaluate that report directly to 2		•
		•	-		•
		Comments:			
	9.		ive Director reports to on or Plans of Improv 2		nployees who are
		Comments:			
	10.	The Administrat deems appropria	ive Director delegate ate.	s authority to staff m	embers, as he/she
		1	2	3	4
		Comments:			
Stud	ler	nt Services			
1.	en		Director takes reason safe, conducive to th		
	1	y aisi ap	2	3	4
	Со	mments:			

2.	 The Administrative Director develops and implements administrative procedures, and/or rules and regulations to maintain adequate student services including, but not limited to, admission, attendance, activities, discipline, rights, and responsibilities. 				
	1	2	3	4	
	Comments:				
3.		Director develops an Julations to deal with		istrative procedures, sues, including	
	1	2	3	4	
	Comments:				
4. The Administrative Director promotes an environment that focuses on s all students.					
	1	2	3	4	
	Comments:				
5.	The Administrative Director provides for the direction and supervision of studer services.				
	1	2	3	4	
	Comments:				
Instr	ruction				
1.		Director is responsib d evaluation of the in			
	1	2	3	4	
	Comments:				
2.	The Administrative and federal standard		dership in meeting th	ne NW BOCES, state,	
	1	2	3	4	
	Comments:				

	methods to measur	e the attainment of the	nose standards.	
	1	2	3	4
	Comments:			
4.		Director schedules postructional programs	-	•
	1	2	3	4
	Comments:			
5.	The Administrative	Director prepares an 2	d recommends a NW 3	BOCES calendar.
	Comments:			

3. The Administrative Director recommends appropriate promotion standards and

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October Administrative Director Evaluation (Policy, General, Board Orientation Professional Development, Board Administrative Development Relationships)

1= Performance is not in compliance with this expectation. Please comment. 2= Performance may need some attention. Please comment. 3= Progress is being made toward this expectation. 4= Performance is in full compliance with this expectation. **Policy** 1. The Administrative Director implements board policies. 2 Comments: 2. The Administrative Director acts as an advisor to the Board in areas needing policy development or revision. 3 2 Comments: 3. The Administrative Director maintains a current, up-to-date manual of adopted governance policies and operational policies. 4 2 Comments: 4. The Administrative Director takes reasonable steps to avoid causing or allowing conditions, procedures, actions or decisions that are, or have the potential of being unlawful, unethical, unsafe, disrespectful, undignified, or in violation of board policy. 2 3 4 Comments: Regulations 1. The Administrative Director develops and maintains a current up-to-date manual of administrative procedures, rules, and regulations. Comments: 2. The Administrative Director operates with written procedures, rules and regulations that are consistent with law and board policy. Comments:

3.	The Administrative Director may deviate from administrative procedures, rules and regulations for good cause or in case of emergency and notifies Board in a reasonable time frame.							
	1	ole time frame. 2	3	4				
	Comments:							
General								
1.	The Administrative 1	Director reports need 2	ds of the NW BOCES	to the Board. 4				
	Comments:							
2.	The Administrative of the NW BOCES.	Director coordinates	•	nages the operation				
	1 Comments:	2	3	4				
3.		Director provides lea ing NW BOCES expect 2		, staff, students, and				
	Comments:							
4.	state, and national							
	1	oments and changes. 2	3	4				
	Comments:							
5.	The Administrative and qualifications.	Director continually (upgrades his/her pro	fessional knowledge				
	1 Comments:	2	3	4				
6.		Director is empowere taff members, as he/s						
	Comments:	-		•				
7.	The Administrative Director implements board directives. 1 2 3 4							
	Comments:	_	J	7				

8.	The Administrative Director provides regulations, instructions, and follow-up for employees regarding NW BOCES policies.				
	1	2	3	4	
	Comments:				
Boa	rd Orientation	Professional	Development		
1.		Director assists the Board in establishing a process to orient pointed board members.			
	1	2	3	4	
	Comments:				
2.	The Administrative Director provides the Board with updates on professional development, conferences, and workshops.				
	1	2	3	4	
	Comments:				
3.	The Administrative Director provides the Board with relevant data and research as deemed timely and appropriate.				
	1	2	3	4	
	Comments:				
Boa	rd Administra	tive Developm	nent Relationsh	nips	
1.	The Administrative Director interprets, clarifies, assembles data, and provides professional guidance and assistance to the Board.				
	1	2	3	4	
	Comments:				
2.	The Administrative Director provides recommendations for Board action on agenda items.				
	agenda items.	2	3	4	
	Comments:				
3.	The Administrative Director is responsive to Board requests and directives for				
	information. 1	2	3	4	
	•	-	U	•	
	Comments:				

٠.			ools, and other issue	es or problems. 4	iii s ,
	Comments:				
5.	The Administrative timely fashion.	ve Director brin	gs special issues to	the attention of the Boa	rd in a
	1	2	3	4	
	Comments:				
6.	The Administrative Director assists the Board in board development and leadership training.				
	1	2	3	4	
	Comments:				

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Adopted 7-26-17