



Supervisory Staff Evaluation

Name: _____ Date: _____

Job Title: _____

<p><i>Review employee's responsibilities as noted on their job description. Reflect on employee's performance since the last evaluation. "Meets Expectations" is the target.</i></p>	<i>Exemplary Performance</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>
--	----------------------------------	---------------------------	--------------------------	---------------------------------------

SERVICE TO CHILDREN

A. Creates a safe, orderly environment which focuses on the unique needs of all students.				
B. Exhibits a positive, caring and encouraging attitude to all students.				
C. Exhibits role model behavior.				
D. Uses approved behavior management techniques.				

Comments:

PLANNING

A. Plans activities with a purpose in mind and can clearly describe what he/she is doing.				
B. Is skillful at planning with consideration of all the components involved.				
C. Listens to new ideas and is visionary in practice.				

Comments:

DECISION MAKING

A. Exhibits leadership in decision making and assumes responsibility for those decisions.				
B. Decisions are well considered, appropriate, and presented in a manner that elicits confidence from staff members.				
C. Exhibits confidence and decisiveness in making decisions.				
D. Supports administrative and team decisions.				

Comments:

<p><i>Review employee's responsibilities as noted on their job description. Reflect on employee's performance since the last evaluation. "Meets Expectations" is the target.</i></p>	<i>Exemplary Performance</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>
--	----------------------------------	---------------------------	--------------------------	---------------------------------------

COMMUNICATING

A. Provides clear and precise oral and written communication.				
B. Is skilled in listening and determining the correct message which is being conveyed.				
C. Displays self-confidence and maintains professionalism.				
D. Uses positive and respectful communication.				

Comments:

EVALUATING

A. Assesses program, student, and staff needs.				
B. Evaluates all aspects of a situation for decision making purposes.				

Comments:

WORK PRACTICES AND ATTITUDES

A. Utilizes time and resources in an efficient and effective manner.				
B. Performs job tasks in a timely and thorough manner.				
C. Makes decisions based on policy and training.				
D. Displays loyalty to the organization in words and actions.				
E. Maintains confidentiality.				
F. Willingly assists with extra duties when assigned.				
G. Accepts additional responsibilities assigned by Administrative Director.				
H. Completes paperwork in a timely and thorough manner.				
I. Implements proper care and use of NW BOCES property.				
J. Follows NW BOCES policies, procedures, and directives.				
K. Is skillful at organizing work responsibilities.				
L. Motivates others, through positive means, to obtain desired results.				

Comments

<p><i>Review employee's responsibilities as noted on their job description. Reflect on employee's performance since the last evaluation. "Meets Expectations" is the target.</i></p>	<p><i>Exemplary Performance</i></p>	<p><i>Meets Expectations</i></p>	<p><i>Needs Improvement</i></p>	<p><i>Does Not Meet Expectations</i></p>
--	---	----------------------------------	---------------------------------	--

HUMAN RELATIONS

A. Works effectively and in a participatory manner with Administrative Director.				
B. Works effectively and in a cooperative manner with fellow employees.				
C. Interacts effectively and demonstrates concern and sensitivity towards students, staff, parents and other community members.				
D. Seeks and is open to input from others.				
E. Is willing to make decisions which are in the best interest of students and for the program.				

Comments:

ATTENDANCE

A. Demonstrates awareness in regards to absenteeism and its effects on departmental needs.				
B. Adheres to scheduled workday.				
C. Attends team, IEP, MDT, and other meetings, as required.				

Comments:

TRAINING

A. Attends all required job related trainings.				
B. Implements information acquired at trainings.				

Comments

Job Strengths and Superior Performance Incidents (*Examples: Performs extra duties, attends additional trainings*):

Specific Objectives to be Undertaken Prior to Next Review:

Evaluator's Comments:

Employee's Comments:

ACKNOWLEDGMENT:

I acknowledge that I have seen the above evaluation. I understand that my signature does not necessarily mean that I agree with this evaluation.

Employee's signature

Date

Evaluator's signature

Date

Administrative Director's signature

Date

5013b4-R

Revised 6-24-09

Desirable Administrative Characteristics

It is recognized that the evaluation of desirable administrative characteristics often requires subjective judgments and therefore cannot be defined readily to specific criteria.

Therefore, this section will utilize a system of bi-polar traits to enable the evaluator to present to his/her subordinates, his/her view of the subordinate's "desirable characteristics."

Most Desirable Characteristics
Characteristics

Least Desirable

Cooperative

The administrator is an excellent team member and willingly will utilize and support ideas even when he/she is in disagreement.

The administrator must have things his/her own way and is unwilling to work with and accept ideas of others.

Adaptable

The administrator is flexible and and is willing to adjust each situation meet the individual merits of each Situation.

The administrator is rigid unable to adapt to new or to different situation.

Confident

The administrator is sure of him/herself and of his/her relations it with others. Is able to take criticism and utilize same for Further improvement.

The administrator lacks confidence to a point where impedes relations with staff and job.

Elicits Confidence

The administrator sets a day by day example for staff which enables staff to feel supported and knowledgeable of the administrator's attitude. Staff "have confidence in their Administrator."

The administrator has created a climate whereby staff are uncertain and suspicious of His/her actions.

Seeks Input From Others

The administrator seeks input from his/her staff, and most particularly when it involves decisions which effect them most directly. The Administrator is democratic in nature, but yet willing to make decisions which may be unpopular.

The administrator is autocratic, unresponsive to ideas of others and is more directing than guiding.

5013b5-R

Innovative

The administrator is willing to experiment, try new ideas and allows others to do the same. The He/
Administrator is often the creator unimaginitive of many new ideas, and can attack stereotyped problems from an imaginative point of view.

The administrator approaches situations in a very routine manner without variation.

she is typically
and most generally
in carrying out his/her Function.

Supportive

The administrator provides support to both his/her superiors and subordinates. He/she is encouraging to others, facilitates the resolution of problems for others, and is willing to take the time to understand the needs and problems of the staff.

The administrator is aloof from the staff. Is unwilling to work toward an understanding of staff needs, and demonstrates a lack of confidence in subordinate's Skills seemingly unjustly.

5013b6-R

ADMINISTRATIVE STAFF EVALUATION FORM

Name of Supervisor/Administrator:

Name of Evaluator: _____ Date of Evaluation:

Section I - Administrative Functions:

The following rating scale is utilized:

4 - Exceptional; 3 - Effective; 2 - Needs Improvement; 1 - Unsatisfactory
DNA - Does not apply or no opportunity to observe

	<u>Current Rating</u>
1. Planning	_____
2. Decision Making	_____
3. Organizing	_____
4. Communicating	_____
5. Coordinating	_____
6. Influencing	_____
7. Evaluating	_____

Section II - Desirable Administrative Characteristics:

"1" being high - "7" being low

								<u>Current Rating</u>
1. Cooperative	1	2	3	4	5	6	7	_____
1. Adaptable	1	2	3	4	5	6	7	_____
3. Self-Confident	1	2	3	4	5	6	7	_____
4. Elicits Confidence	1	2	3	4	5	6	7	_____
5. Seeks input	1	2	3	4	5	6	7	_____
6. Innovative	1	2	3	4	5	6	7	_____
7. Supportive	1	2	3	4	5	6	7	_____
Cumulative Average								_____

Section III - Evaluator's comments:

Section IV - Administrator/Supervisor's comments:

Supervisor

Administrative Director

Date

Date

5013b8-R

Revised 2-20-07