

# March Administrative Director Evaluation (Meetings & Strategic Planning)

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.

## Meetings

1. The Administrative Director serves as an advisor to the Board during official meetings.

1 2 3 4

2. The Administrative Director ensures that he/she participates in board meetings, including executive sessions, in accordance with state statutes (Legal Ref. WS 16-4-403).

1 2 3 4

3. The Administrative Director ensures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.

1 2 3 4

4. The Administrative Director assists the chairman and/or vice-chairman in developing the meeting agenda.

1 2 3 4

5. The Administrative Director gives the Board as much information as deemed necessary, or as requested, to allow board members to make informed decisions.

1 2 3 4

6. The Administrative Director provides the Board with the agenda and supporting materials in an agreed upon time frame.

1 2 3 4

## Strategic 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

2007a-R

Revised 6-24-15

Revised 10-28-15

Reviewed 3-23-16

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

3. The Administrative Director reports progress to the Board on expectations during the year.

1 2 3 4

**Comments:**

2007b-R

Revised 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

# **April Administrative Director Evaluation (Community Relations & Labor Relations)**

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.

## **Community Relations**

1. The Administrative Director is responsible for informing students, staff, parents and the community of school programs and activities.

1 2 3 4

2. The Administrative Director establishes a working relationship with parents/guardians, districts, family services, other agencies and the news media.

1 2 3 4

3. The Administrative Director makes recommendations to the Board for resolution of complaints not resolved at the administrative level.

1 2 3 4

4. The Administrative Director serves as the Board's liaison with standing and advisory committees.

1 2 3 4

5. The Administrative Director takes reasonable steps to ensure conditions, procedures, actions, or decisions that result in lawful, ethical, safe, respectful, and dignified treatment of students, parents, staff and community.

## **Labor Relations**

1. The Administrative Director ensures a compensation and benefits plan is presented to the Board.

1 2 3 4

2. The Administrative Director administers contracts and/or agreements in accordance with all regulations.

1 2 3 4

2007c-R

**Comments:**

**2007d-R**

Revised 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

# **May Administrative Director Evaluation (Personnel)**

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.

## **Personnel**

1. **Except as otherwise provided by law, all authority over staff members of the NW BOCES shall rest with the Administrative Director and all staff members of NW BOCES are accountable to the Administrative Director.**

**1 2 3 4**

2. **The Administrative Director makes recommendations to the Board regarding the employment or dismissal of all certified staff.**

**1 2 3 4**

3. **The Administrative Director is responsible for the employment of classified staff.**

**1 2 3 4**

4. **The Administrative Director establishes job descriptions, assigns staff and establishes a comprehensive evaluation system for all staff.**

**1 2 3 4**

5. **The Administrative Director serves as the Board's liaison with staff.**

**1 2 3 4**

6. **The Administrative Director takes reasonable steps to ensure conditions, procedures, actions or decisions result in lawful, ethical, safe, respectful and dignified treatment of staff and volunteers.**

**1 2 3 4**

7. **The Administrative Director makes reasonable background inquiries and checks prior to hiring any paid personnel, or accepting volunteers.**

**1 2 3 4**

8. **The Administrative Director evaluates NW BOCES administrative/supervisory staff and others that report directly to the Administrative Director.**

**1 2 3 4**

**2007e-R**

**Adopted 6-24-15**

**Revised 10-28-15**

**Reviewed 3-23-16**

9. The Administrative Director reports to the Board those employees who are under suspension or Plans of Improvement.

1 2 3 4

10. The Administrative Director delegates authority to staff members, as he/she deems appropriate.

1 2 3 4

Comments:

2007f-R

Adopted 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

# **June 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.

## **Budget/Finance**

1. The Administrative Director ensures a detailed budget is presented to the Board that is based upon the Board's priorities and parameters.  
1 2 3 4
2. The Administrative Director takes reasonable steps to ensure that all legal requirements are met in the administration of the budget.  
1 2 3 4
3. The Administrative Director takes reasonable steps to ensure: A) The fiscal condition of the NW BOCES is consistent with the NW BOCES Strategic Plan, vision and mission statement, governance policies, and roles and responsibilities policies. B) The long-term financial health of the NW BOCES is sound. C) The Board is notified prior to any spending that materially deviates from the annual budget adopted by the Board. D) The Board's ultimate authority to determine the financial matters of the NW BOCES is adhered to.  
1 2 3 4
4. The Administrative Director takes reasonable steps to ensure that assets are protected, adequately maintained, and appropriately used.  
1 2 3 4
5. The Administrative Director acts as a resource to the Board on all financial matters of the NW BOCES.  
1 2 3 4

## **Facilities, Transportation, Food Services**

1. The Administrative Director develops and implements administrative procedures, and/or rules and regulations that adhere to NW BOCES policy, for the supervision of public use of buildings, grounds, facilities, and equipment.  
1 2 3 4

2007g-R

Adopted 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

2. The Administrative Director is responsible for the upkeep of facilities and prioritizing long-range plans for preventive maintenance of buildings, grounds and, equipment.

1 2 3 4

3. The Administrative Director develops and implements administrative procedures, and/or rules and regulations that adhere to NW BOCES policy, for the supervision of the NW BOCES' transportation service and food service programs and assigns staff as appropriate.

1 2 3 4

Comments:

2007h-R

Adopted 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16



# July Administrative Director Evaluation (Student Services & Instruction)

- 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.

## Student Services

1. The Administrative Director takes reasonable steps to create a school environment that is safe, conducive to the learning process, and free from unnecessary disruption.  
1 2 3 4
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
3. The Administrative Director develops and implements administrative procedures, and/or rules and regulations to deal with health and safety issues, including emergencies.  
1 2 3 4
4. The Administrative Director promotes an environment that focuses on success for all students.  
1 2 3 4
5. The Administrative Director provides for the direction and supervision of student services.  
1 2 3 4

## Instruction

1. The Administrative Director is responsible for the continuous development, implementation, and evaluation of the instructional programs that focus on student learning.  
1 2 3 4
2. The Administrative Director provides leadership in meeting the NW BOCES, state, and federal standards.  
1 2 3 4
3. The Administrative Director recommends appropriate promotion standards and methods to measure the attainment of those standards.  
1 2 3 4

2007i-R

4. The Administrative Director schedules presentations and reports by staff on assessments and instructional programs as deemed necessary by the Board or Administrative Director.  
1 2 3 4
5. The Administrative Director prepares and recommends a NW BOCES calendar.  
1 2 3 4

Comments:

2007j-R

Adopted 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

# **August Administrative Director Evaluation (Personnel)**

~~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.~~

## **Personnel**

- ~~1. Except as otherwise provided by law, all authority over staff members of the NW BOCES shall rest with the Administrative Director and all staff members of NW BOCES shall be accountable to the Administrative Director.~~

~~1 2 3 4~~

- ~~2. The Administrative Director makes recommendations to the Board regarding the employment or dismissal of all certified staff.~~

~~1 2 3 4~~

- ~~3. The Administrative Director is responsible for the employment of classified staff.~~

~~1 2 3 4~~

- ~~4. The Administrative Director establishes job descriptions, assigns staff and establishes a comprehensive evaluation system for all staff.~~

~~1 2 3 4~~

- ~~5. The Administrative Director serves as the Board's liaison with staff.~~

~~1 2 3 4~~

- ~~6. The Administrative Director takes reasonable steps to ensure conditions, procedures, actions or decisions that result in lawful, ethical, safe, respectful and dignified treatment of staff and volunteers.~~

~~1 2 3 4~~

- ~~7. The Administrative Director makes reasonable background inquiries and checks prior to hiring any paid personnel, or accepting volunteers.~~

~~1 2 3 4~~

- ~~8. The Administrative Director evaluates NW BOCES supervisory staff and others that report directly to the Administrative Director.~~

~~1 2 3 4~~

**2007k-R**

**Adopted 6-24-15**

**Revised 10-28-15**

**Deleted 12-16-15**

~~9. The Administrative Director reports to the Board those employees who are under suspension or Plans of Improvement.~~

~~1 2 3 4~~

~~10. The Administrative Director delegates authority to staff members, as he/she deems appropriate.~~

~~1 2 3 4~~

**Comments:**

**2007I-R**

**Adopted 6-24-15**  
**Revised 10-28-15**  
**Deleted 12-16-15**

# September Administrative Director Evaluation (Policy)

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.

1 2 3 4

2. The Administrative Director acts as an advisor to the Board in areas needing policy development or revision.

1 2 3 4

3. The Administrative Director maintains a current, up-to-date manual of adopted governance policies and operational policies.

1 2 3 4

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.

1 2 3 4

## Regulations

1. The Administrative Director develops and maintains a current up-to-date manual of administrative procedures, rules, and regulations.

1 2 3 4

2. The Administrative Director operates with written procedures, rules and regulations that are consistent with law and board policy.

1 2 3 4

3. The Administrative Director may deviate from administrative procedures, and/or rules and regulations for good cause or in case of emergency and notifies the Board in a reasonable time frame.

1 2 3 4

Comments:

2007m-R

# **October Administrative Director Evaluation-General and Board Orientation and Professional Development**

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.

## **General**

1. The Administrative Director reports needs of the NW BOCES to the Board.  
1 2 3 4
2. The Administrative Director coordinates, supervises, and manages the operation of the NW BOCES.  
1 2 3 4
3. The Administrative Director provides leadership to the Board, staff, students, and community in meeting NW BOCES expectations.  
1 2 3 4
4. The Administrative Director keeps the Board aware of local, state, and national educational developments and changes.  
1 2 3 4
5. The Administrative Director continually upgrades his/her professional knowledge and qualifications.  
1 2 3 4
6. The Administrative Director is empowered to delegate authority and responsibilities to staff members, as he/she deems appropriate.  
1 2 3 4
7. The Administrative Director implements board directives.  
1 2 3 4
8. The Administrative Director provides regulations, instructions, and follow-up for employees regarding NW BOCES policies.  
1 2 3 4

## **Board Orientation and Board Professional Development**

1. The Administrative Director assists the Board in establishing a process to orient newly-elected or appointed board members.  
1 2 3 4

2007n-R

Adopted 6-24-15  
Revised 10-28-15  
Reviewed 3-23-16

2. The Administrative Director provides the Board with updates on professional development, conferences, and workshops.  
1 2 3 4
3. The Administrative Director provides the Board with relevant data and research as deemed timely and appropriate.  
1 2 3 4

## **Board Administrative Development Relationships**

1. The Administrative Director interprets, clarifies, assembles data, and provides professional guidance and assistance to the Board.  
1 2 3 4
2. The Administrative Director provides recommendations for Board action on agenda items.  
1 2 3 4
3. The Administrative Director is responsive to Board requests and directives for information.  
1 2 3 4
4. The Administrative Director keeps the Board informed of NW BOCES programs, operations, condition of the schools, and other issues or problems.  
1 2 3 4
5. The Administrative Director brings special issues to the attention of the Board in a timely fashion.  
1 2 3 4
6. The Administrative Director assists the Board in board development and leadership training.  
1 2 3 4

**Comments:**

2007o-R