

BUSINESS MANAGER - EVALUATION INSTRUMENT

EVALUATION OF _____ DATE _____

KEY:

- 4 - Commendable
- Exceeds normal standards
- A real strength
- Almost always true
- 3 - Satisfactory
- Acceptable
- Meets standards
- True most of the time
- 2 - Needs improvement to meet standards
- Seldom true
- 1 - Unsatisfactory and fails to meet standards
- Really needs improvement
- Almost never true
- 0 - Insufficient knowledge on which to evaluate
- Non-applicable

I. MANAGEMENT TECHNIQUES

Evaluates financial status and keeps superintendent and school board apprised in a timely manner.

- _____ A. Enforces school board policy. Assumes leadership in the implementation of the district's goals and philosophy of education.
- _____ B. Meticulous in collection of monies, determines that funds are spent wisely and that adequate control and accounting procedures are maintained. Operates within state and district guidelines and procedures governing expenditures of funds for goods and services.
- _____ C. Identifies and documents budget needs by providing realistic estimates of financial requirements. Fulfills specified responsibilities in formulating the district-wide budget. Plans and reports on the present and future needs of the total school program. Takes an active role in development of salary schedules for all personnel.
- _____ D. Evaluates financial status and makes recommendations for adequate funding.
- _____ E. Inspires others to highest professional standards.
- _____ F. Adheres to school district guidelines concerning use of facilities and equipment for community or school related activities. Encourages personnel to care for school property, and safeguards physical facilities and school property.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

II. STAFF RELATIONS

Develops and maintains strong, effective, and positive relationships with total staff.

- _____ A. Meets and confers with appropriate staff to promote understanding of the interest and will of the school board.
- _____ B. Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation, and recommendations. Develops and executes sound personnel procedures and practices.
- _____ C. Insists on performance of duties and treats all personnel without favoritism or discrimination. Delegates authority to staff members appropriate to the position each holds.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

III. BOARD RELATIONSHIPS

Establishes a positive, effective working relationship with the school board.

- _____ A. Keeps the school board informed on issues, needs, and operation of the school system.
- _____ B. Offers professional advice to the school board on items requiring board action, making recommendations based on thorough analysis. Uses legal counsel when appropriate.
- _____ C. Bases any position upon principle and maintains that position without regard for its popularity until an official position has been reached, after which time the decision of the school board is supported.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

IV. COMMUNITY/PUBLIC RELATIONS

Builds and demonstrates effective leadership and participation in community/public relations to promote and enhance the school image.

- _____ A. Supports school board policy and actions.
- _____ B. Earns respect and support of the community in the management of school operations.
- _____ C. Solicits opinions from all groups and individuals and responds respectfully to identified problems.
- _____ D. Develops and maintains cooperative relationships with the news media.
- _____ E. Participates in community life and activities.
- _____ F. Works cooperatively with public and private agencies.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

V. PERSONAL QUALITIES

Presents a positive leadership model.

- _____ A. Defends principle and conviction in the face of pressure and partisan influence. Maintains composure when faced with an unexpected or disturbing turn of events.
- _____ B. Demonstrates the ability to work well with individuals and groups. Seeks and accepts constructive criticism.
- _____ C. Speaks and writes effectively.
- _____ D. Neatly groomed and appropriately dressed. Enjoys an appropriate sense of humor.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

VI. PROFESSIONAL GROWTH, LEADERSHIP AND CONDUCT
Improves professional skills and knowledge and models ethical conduct.

- ____ A. Continues professional development through reading, coursework, conference attendance, and interaction with business managers from other districts. Develops, uses, and evaluates effective approaches to improve job performance.
- ____ B. Behaves in a manner expected of a community's educational leader.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

EMPLOYMENT RECOMMENDATION

- ____ A. Recommended for continued employment.
- ____ B. Recommended for continued employment with qualifications.
- ____ C. Not recommended for employment.

COMMENTS:

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

Signed _____
School Board President date

Signed _____
Business Manager date

Signed _____
Superintendent date

One copy of this form shall be kept on file for every evaluation period. The job description of the business manager should be considered during the evaluation process. Comments discussing the reasons for the rating shall be given in writing.