

## ACTIVITIES DIRECTOR/DEAN OF STUDENTS – EVALUATION INSTRUMENT

EVALUATION OF \_\_\_\_\_ DATE \_\_\_\_\_

Purpose: The evaluation process is to aid the school in maintaining high quality in the administration of the athletic programs. Information gained during the evaluation process shall be used to enhance individual strengths and provide a plan of improvement for identified needs.

One copy of this form shall be kept on file for every evaluation period. The evaluation will be completed by March 1 of each year. When a rating of 1 or 2 is given, the reasons will be given in writing. Signing the evaluation does not necessarily mean the evaluatee is in agreement with the evaluator's statements.

- 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

ACTIVITIES DIRECTOR – EVALUATION INSTRUMENT

I. MANAGEMENT TECHNIQUES

Manages and directs the athletic program with efficiency and competency.

- A. Enforces board policy.
- B. Assumes leadership in the implementation of the district’s goals and philosophy of education.
- C. Takes an active role in development of salary schedules for athletic personnel.
- D. Inspires coaches to highest professional standards.
- E. Organizes a planned program of staff evaluation and development.
- F. Supervises operations, insisting on competent and efficient performance.
- G. Determines that funds are spent wisely and that adequate control and accounting procedures are maintained.
- H. Evaluates financial status of athletic program and makes recommendations for adequate funding.
- I. Plans and reports on the present and future needs of the total athletic program.
- J. Keeps informed of all aspects of the athletic program.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

II. STAFF RELATIONS

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

- A. Participates with athletic staff, board, and administration in studying and developing the athletic program, implementation, and evaluation.
- B. Meets and confers with staff to promote understanding of the interest and will of the board.
- C. Develops and executes sound personnel procedures and practices.
- D. Insists on performance of duties and treats all personnel without favoritism and discrimination.
- E. Delegates authority to staff members appropriate to the position each holds.
- F. Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation and recommendations.
- G. Evaluates or provides for procedures to evaluate the performance of the athletic staff members, giving commendation for good work as well as constructive suggestions for improvement.

COMMENTS:

RECOMMENDATIONS with timeline for improvement:

III. ADMINISTRATION/BOARD RELATIONSHIPS

Establishes a positive, effective working relationship with the administration

- A. Keeps the administration informed on issues, needs and operations of the athletic program.
- B. Offers professional advice to the board on items requiring board action, making recommendations based on thorough analysis.
- 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 board is supported.
- D. Makes recommendations for employment, promotion, and/or dismissal of personnel in writing and with supporting data, and accepts responsibility for the recommendations. If the recommendation is not accepted by the board, the athletic director willingly finds another qualified person to recommend.

COMMENTS

RECOMMENDATIONS with timeline for improvement:

IV. COMMUNITY/PUBLIC RELATIONS

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

- A. Supports board policy and actions.
- B. Earns respect and support of the community in the management of athletic programs.
- 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. Establishes credibility as a community leader in promotion of athletic programs.
- G. 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.
- B. Seeks and accepts constructive criticism.
- C. Demonstrate the ability to work well with individuals and groups.
- D. Neatly groomed and appropriately dressed.
- E. Speaks and writes effectively.
- F. Maintains composure when faced with an unexpected or disturbing turn of events.

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 athletic directors from other districts.
- B. Develops, uses, and evaluates innovative approaches to improve job performance.
- C. Behaves in a manner expected of the community's athletic leader.
- D. Adheres to the SDIAAA Code of Ethics of South Dakota.

COMMENTS

RECOMMENDATIONS with timeline for improvement:

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Evaluatee

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator