

COLLEAGUE ASSESSMENT QUESTIONNAIRE
 DISTRICT ADMINISTRATOR'S POSITION

TOTAL: _____

Any item with 1 point should include the basis for the rating and a suggestion for improvement.
 NA (Not Applicable/Observed) may be used if the board member feels they lack the knowledge to evaluate a category.

Category		Points: 1 2 3 4 5 (1 least; 5 most)
Leadership	1. Work with the Board to refine the vision for the District.	1 2 3 4 5
	2. Articulate and demonstrate the District vision.	1 2 3 4 5
	3. Work collaboratively with staff, parents, and members of the community motivating and inspiring support for the District vision.	1 2 3 4 5
	4. Propose creative strategies to the Board for implementing the District's vision. Carry out the strategies once they have been endorsed by the Board.	1 2 3 4 5
		Total: ____
Learning	1. Ensure the District's curriculum is of the highest quality and routinely seeks improvement and innovation.	1 2 3 4 5
	2. Use assessment of programs and services, and input of staff, students, and citizens to gauge student progress.	1 2 3 4 5
	3. Hire high quality professionals devoted to individualizing success for all students.	1 2 3 4 5
	4. Work with staff, the Board, District administration, and outside resources to provide staff training focused on improving student achievement and reaching building and District goals.	1 2 3 4 5
	5. Propose redesign of District plans and strategies, making adjustments based on assessments and input.	1 2 3 4 5
		Total: ____
Communications	1. Create and disseminate communications on issues of interest and substance.	1 2 3 4 5
	2. Communicate effectively with the Board, staff, students, administration, and community members.	1 2 3 4 5
	3. In concert with the Board and others, develop and disseminate district-wide goals.	1 2 3 4 5
	4. Publicize appropriate school programs and services to students and citizens.	1 2 3 4 5
	5. Consider and discuss with the Board innovative communication channels and target audiences.	1 2 3 4 5
		Total: ____

Finance	<ol style="list-style-type: none"> 1. Support a responsible fiscal plan to reflect District-wide goals that enhance educational excellence. 2. In concert with the Business Manager and the Board, develop a budget in accordance with the budget calendar and priorities established by the Board. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1</td> <td style="width: 15%;">2</td> <td style="width: 15%;">3</td> <td style="width: 15%;">4</td> <td style="width: 15%;">5</td> <td style="width: 30%;"></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5	Total: ____																								
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Personnel Administration	<ol style="list-style-type: none"> 1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook. 2. Provide or cause to be made realistic and consistent evaluations of all school personnel. 3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board as requested by the Board. 4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1</td> <td style="width: 15%;">2</td> <td style="width: 15%;">3</td> <td style="width: 15%;">4</td> <td style="width: 15%;">5</td> <td style="width: 30%;"></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____												
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Facilities Management	<ol style="list-style-type: none"> 1. Be responsible for effective and efficient utilization of physical space and grounds. 2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators. 3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities. 4. Assist the Business Manager and the Facilities Director in an annual evaluation of buildings, equipment and service systems and make recommendations for repair/replacement, including budget. 5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements. 6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1</td> <td style="width: 15%;">2</td> <td style="width: 15%;">3</td> <td style="width: 15%;">4</td> <td style="width: 15%;">5</td> <td style="width: 30%;"></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____
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Staff Relationships	<ol style="list-style-type: none"> 1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District. 2. Seek feedback from students, parents, staff, and the Board concerning their perception of the system and its strengths and areas in need of improvement. 3. Actively promote positive staff relations. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1</td> <td style="width: 15%;">2</td> <td style="width: 15%;">3</td> <td style="width: 15%;">4</td> <td style="width: 15%;">5</td> <td style="width: 30%;"></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____																		
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Policy Administration	<ol style="list-style-type: none"> 1. Work in concert with the Board policy committee to systematically review Board and District policies. 2. Make recommendations through the Board policy committee to revise, add or delete policies. 3. Provide a general overview of policy effectiveness. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 10%;">4</td> <td style="width: 10%;">5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____												
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Advocacy	<ol style="list-style-type: none"> 1. Represent the interests of the District in State and national legislative matters affecting local education. 2. Advocate for or against education legislation under consideration as directed by the Board. 3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 10%;">4</td> <td style="width: 10%;">5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____												
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Increasing District Revenue	<ol style="list-style-type: none"> 1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources 2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors. 3. Promote the efforts of the District and the Evansville Education Foundation to the community. 4. Present to the Board specific alternatives to increase net District revenue. Include in the presentations the potential overall financial consequences, both positive and negative, of the alternatives. 5. Actively engage local, State, and federal elected officials in discussions regarding the critical need for adequate District funding, in order to maintain and increase the educational excellence of the District. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 10%;">4</td> <td style="width: 10%;">5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	Total: ____
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