

**COLLEAGUE ASSESSMENT QUESTIONNAIRE  
 DISTRICT ADMINISTRATOR'S POSITION**

TOTAL: \_\_\_\_\_

Please use the following definitions when evaluating the District Administrator's job performance.

- 5 – Excellent** - Extremely high performance level. Job performance far exceeds expectations. Job competencies were well developed and the individual develops and implements many successful programs on his/her own initiative.
- 4 – Commendable** - Consistently exceeds requirements. Job skills and accomplishments exceed expectations. Initiates and completes other programs in addition to specific objectives.
- 3 – Satisfactory** - Meets and sometimes exceeds job requirements and expectations. Performance is that which is expected of a fully qualified and experienced administrator.
- 2 – Needs Improvement** - Does not perform basic job requirements and expectations in a satisfactory manner. Needs improvement.
- 1 – Unsatisfactory** - Does not meet the minimum job responsibilities.
- N/A** - Use this for any item you do not have enough knowledge to evaluate, or if the item is not applicable.

Any item rated a “1” should include the basis for the rating and a suggestion for improvement.

Any item rated a “5” should include the basis for the rating with supporting examples.

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	<ol style="list-style-type: none"> <li>1. Create and disseminate communications on issues of interest and substance.</li> <li>2. Communicate effectively with the Board, staff, students, administration, and community members.</li> <li>3. In concert with the Board and others, develop and disseminate district-wide Continuous System Improvement (CSI) goals.</li> <li>4. Publicize appropriate school programs and services to students and citizens.</li> <li>5. Consider and discuss with the Board innovative communication channels and target audiences.</li> </ol>	<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></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 colspan="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: ____
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: ____																																	
Finance	<ol style="list-style-type: none"> <li>1. Support a responsible fiscal plan to reflect District-wide CSI goals that enhance educational excellence.</li> <li>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.</li> </ol>	<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></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td colspan="5"></td> <td style="text-align: right;">Total: ____</td> </tr> </table>	1	2	3	4	5		1	2	3	4	5							Total: ____																		
1	2	3	4	5																																		
1	2	3	4	5																																		
					Total: ____																																	
Personnel Administration	<ol style="list-style-type: none"> <li>1. Effectively monitor with the administrative staff the personnel policy and practices of the district, including the employee handbook.</li> <li>2. Provide or cause to be made realistic and consistent evaluations of all school personnel.</li> <li>3. Complete an annual performance evaluation of administrators or other supervisors as assigned. Share results with the Board.</li> <li>4. Propose to the Board a system to identify and recognize superior employee performance. The proposal must include estimation of the financial ramifications.</li> </ol>	<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></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 colspan="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: ____						
1	2	3	4	5																																		
1	2	3	4	5																																		
1	2	3	4	5																																		
1	2	3	4	5																																		
					Total: ____																																	
Facilities Management	<ol style="list-style-type: none"> <li>1. Be responsible for effective and efficient utilization of physical space and grounds.</li> <li>2. Establish and oversee optimal systems to maintain buildings and grounds, working through other administrators.</li> <li>3. Work cooperatively with other administrators to develop a long-range plan, including budget, to maintain and improve facilities.</li> <li>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.</li> <li>5. Assist in the development of an annual plan to identify and pursue building efficiencies and improvements.</li> <li>6. Monitor buildings to encourage community use for clubs, organizations, adult education, and recreational purposes, along with applicable budgets.</li> </ol>	<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></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 colspan="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: ____
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: ____																																	
Staff Relationships	<ol style="list-style-type: none"> <li>1. Develop and maintain an atmosphere of trust, participation and involvement in the operation of the District.</li> </ol>	<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></td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>	1	2	3	4	5		1	2	3	4	5																									
1	2	3	4	5																																		
1	2	3	4	5																																		

	<ol style="list-style-type: none"> <li>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.</li> <li>3. Actively promote positive staff relations.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Policy Administration	<ol style="list-style-type: none"> <li>1. Work in concert with the Board policy committee to systematically review Board and District policies.</li> <li>2. Make recommendations through the Board policy committee to revise, add or delete policies.</li> <li>3. Provide a general overview of policy effectiveness.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Advocacy	<ol style="list-style-type: none"> <li>1. Represent the interests of the District in State and national legislative matters affecting local education.</li> <li>2. Advocate for or against education legislation under consideration as directed by the Board.</li> <li>3. Communicate the viewpoints of the Board and District with regard to educational issues and initiatives.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
Increasing District Revenue	<ol style="list-style-type: none"> <li>1. Work with the Evansville Education Foundation to identify funding needs and possible funding sources</li> <li>2. Serve, or designate another qualified person, to serve on the Evansville Education Foundation Board of Directors.</li> <li>3. Promote the efforts of the District and the Evansville Education Foundation to the community.</li> <li>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.</li> <li>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.</li> </ol>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p>1 2 3 4 5</p> <p style="text-align: right;">Total: ____</p>
<u>Comments:</u>		