

GARRETT COUNTY BOARD OF EDUCATION
Oakland, Maryland 21550

ADMINISTRATORS AND SUPERVISORS EVALUATION FORM

NAME _____ DATE _____

POSITION _____

| | Rating | | | |
|--|--------|----|---|----|
| | S | NI | U | NA |
| A. TECHNICAL COMPETENCE | | | | |
| 1. Performs duties set forth in job description | | | | |
| 2. Effectiveness as program change agent | | | | |
| 3. Verbal-written communication skills | | | | |
| B. ADMINISTRATIVE-MANAGEMENT FUNCTIONS | | | | |
| 1. Personnel practices | | | | |
| 2. Scheduling of activities | | | | |
| 3. Business practices and recordkeeping | | | | |
| 4. Fiscal/Resource management | | | | |
| 5. Facility management | | | | |
| 6. Decision making | | | | |
| 7. Leadership | | | | |
| C. INTERPERSONAL RELATIONS | | | | |
| 1. Develops positive school-community relations | | | | |
| 2. Creates a positive school environment | | | | |
| D. PERSONAL-PROFESSIONAL QUALITIES | | | | |
| 1. Performs self-analysis for self improvement | | | | |
| 2. Observes ethics of the profession | | | | |
| E. GOALS | | | | |
| 1. Promotes school system policies and goals | | | | |
| 2. Develops, implements, and evaluates personal goals annually | | | | |

F. OBJECTIVES FOR IMPROVEMENT

G. COMMENTS

CODE: S = Satisfactory
NI = Needs improvement
U = Unsatisfactory
NA = Not Applicable

Employee's Signature/Date

Evaluator's Signature/Date