PERFORMANCE APPRAISAL CRITERIA

MAINTENANCE DIRECTOR

Director's Name _____

Area of Responsibility _____

INSTRUCTIONS

1. The evaluator is to rate the director on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The director is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the director must discuss the results of the appraisal and any recommended action pertinent to it.
5. The director and the evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the director's personnel folder.

Rating Scale
(Please Check)

Superior	Well above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory

MAJOR FUNCTIONS:

A. PROGRAM MANAGEMENT

1. Provides leadership in developing comprehensive program plans.

2. Provides leadership in implementing the planned programs.

3. Is an effective leader of the ongoing program?

	Superior	Well above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
4. Provides leadership in evaluating the program.						

Comments_____
_____

B. FISCAL MANAGEMENT

	Superior	Well above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
1. Prepares or assists in the preparation of budget and administers funds as assigned in accordance with established federal, state, and local policies.						
2. Cooperates with other departments or agencies to insure that funds are coordinated for maximum services.						
3. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials, and supplies in accordance with local, state, and federal policies.						
4. Prepares or oversees the preparation of records and reports as required by local, state, and federal policies.						

Comments_____
_____

C. INFORMATION MANAGEMENT

	Superior	Well above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
1. Effectively communicates with the school system and community to share information about the program.						

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	Superior	Well above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
2. Serves as a liaison between school system and local, state, and federal agencies.						
3. Assists in the development of in-service programs for the development and improvement of staff.						
4. Plans and accomplishes personal and professional growth objectives.						
5. Demonstrates professional ethics.						

Comments_____
_____

D. PERSONNEL MANAGEMENT

1. Assists in the screening, selection, and placement of personnel.						
2. Delegates and supervises staff responsibilities.						
3. Assists in evaluating staff according to established personnel policies.						

Comments_____
_____

Evaluator's Summary Comments_____
_____
_____
_____

3

Director's Reactions to Evaluation_____

_____
_____
_____

_____   _____
Evaluator's Signature and Date   Director's Signature and Date

                                           Signature indicates that the written
                                           evaluation has been seen and discussed.