

# School District of Holmen

## SUMMATIVE EVALUATION REPORT - DIRECTOR

DIRECTOR'S NAME:

PERSON COMPLETING EVALUATION:

PROGRAM:

ASSIGNMENT:

DATE OF SUMMATIVE EVALUATION CONFERENCE:

### GENERAL COMMENTS:

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(The Director's signature only indicates the evaluation report has been reviewed with him/her. It does not necessarily mean that he or she agrees with the evaluation.)*

**Performance Area 1: MANAGEMENT EFFICIENCY (Skillfully acquires and utilizes resources to deliver value i.e., high quality services at low cost).**

- Utilizes effective time management practices.
- Maintains organized office and set of program records and reports.
- Maintains physical facilities and equipment.
- Plans and implements financial program.
- Implements Board policies and directives and communicates these policies to the staff.
- Administers special projects.
- Fulfills responsibility for recruiting, selecting, recommending hiring, demoting, transferring, retaining or dismissing District employees.

**Observation(s):**

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**Recommendation(s):**

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**Performance Area 2: RELATIONSHIP EFFECTIVENESS (Demonstrates ability to seek solutions and/or agreements that are mutually beneficial and satisfying to all stakeholders).**

- Demonstrates character and competence that earns the trust of others.
- Balances courage and consideration in seeking mutually beneficial outcomes.
- Uses empathic listening to understand others needs.
- Develops new alternatives to satisfy multiple stakeholder needs.

**Observation(s):**

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**Recommendation(s):**

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**Performance Area 3: LEADERSHIP (Works to continuously improve the program and ensure it is focused and headed in the direction of what is truly important)**

- Creates and honors a program vision that connects what customers are passionate about getting to what we are passionate about giving.
- Develops and maintains systems (process, structure, people, information, decision, reward) within the program area which are effectively aligned to achieve the program vision.
- Releases the talent, energy and contributions of people to accomplish the program vision.
- Demonstrates competency, integrity, and commitment to program vision through own actions, and is supportive of others who demonstrate the same.

**Observation(s):**

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**Recommendation(s):**

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**Performance Area 4: PROFESSIONAL GROWTH (Seeks in self and promotes in others continuous improvement in the knowledge, skills and desire needed to renew/expand ability to make a positive impact)**

- Sets and achieves program goals of growth and renewal.
- Sets and achieves personal goals of growth and renewal.
- Engages in professional growth activities.
- Promotes professional activities.

**Observation(s):**

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**Recommendation(s):**

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