

Henry-Stark Counties Special Education District #801
EXECUTIVE BOARD EVALUATION OF THE
DIRECTOR OF SPECIAL EDUCATION

Name of the Director: _____ **Date of Evaluation:** _____

Overview:

Each member District Superintendent of HSCSED shall complete one evaluation form reflecting that member's perception of the performance of the Director over the period in question. Some statements may require the Superintendent to consult with district staff to provide an accurate rating.

The Executive Board Chairperson shall review the evaluation forms and compile a "collective" Board evaluation of the Director. Upon completing this task, the Chairperson shall present and discuss the evaluation with the Executive Board, Governing Board, and the Director.

Instructions:

The evaluation form shall be completed by marking (X) in the appropriate box indicating the degree to which the evaluator feels the description is characteristic of the Director. If there is no opportunity to observe, consult with district staff.

Key: E – Excellent (4) P – Proficient (3) N – Needs Improvement (2) U – Unsatisfactory (1)

Section 1				Local School District Relations
E	P	N	U	The Director is responsible for developing and maintaining effective working relationships with the local school districts. The Director:
				1. Develops and maintains effective interpersonal relationships with local district staff through the provision of appropriate and timely assistance and support.
				2. Provides leadership necessary to assist the local districts in planning and implementing effective special education programs and services.

Section Average Score: _____

Comments for Section 1:

Section 2				Executive Board Relations
E	P	N	U	The Director is directly responsible to the HSCSED Executive and Governing Board. Within this framework, the Director:
				1. Accepts and carries out HSCSED Executive and Governing Board's decisions and policies.
				2. Maintains communication with the Executive and Governing Board members, provides members with current information, and meets requests for information promptly.
				3. Develop and propose appropriate policies and advise the Executive and Governing Board regarding policies. While collecting and presenting data for consideration to the Executive and Governing Board.

Section Average Score: _____

Comments for Section 2:

Section 3				Communication
E	P	N	U	Effective communication is considered to be the most basic functions of the Director. The Director:
				1. Informs districts of legal requirements for operating special education programs and makes recommendations to ensure district programs are in compliance.
				2. Effectively communicates through both formal and informal means to convey information and allows for timely responses.

Section Average Score: _____

Comments for Section 3:

Section 4				Management
E	P	N	U	The Director promotes the success of all students by ensuring management of the organization, operations, and resources. The Director:
				1. Adheres to HSCSED policies and follow guidelines established for screening, interviewing, selecting, assigning, and hiring employees.
				2. Promotes staff growth and development through the improvement of instructional techniques, intervention strategies, and specialized curricular materials.

Section Average Score: _____

Comments for Section 4:

Section 5				Decision Making
E	P	N	U	The Director must make daily decisions for the organization and assume responsibility for decisions made by subordinates. The Director:
				1. Maintains a knowledge base of current legal issues and appropriate application to current problem solving.
				2. Makes recommendations/decisions based upon study and review of available information.
				3. Includes and engages stakeholders in the planning and decision-making process, when appropriate.

Section Average Score: _____

Comments for Section 5:

Section 6				Fiscal Accountability
E	P	N	U	It is the responsibility of the Director to develop and implement the best possible program within the constraints of budgetary limitations. The Director:
				1. Demonstrates sound fiscal accountability. Monitors specific program budgets and provides for the purchasing of appropriate supplies and materials.
				2. Maximizes fiscal resources through core financial management processes including financial planning, budgeting, procurement, and monitoring.
				3. Supervises and maintains all aspects of local, state, and federal funding.

Section Average Score: _____

Comments for Section 6:

Section 7				Planning/Organization
E	P	N	U	The Director is expected to be forward looking, perceptive and capable of developing and evaluating a program based upon a carefully designed plan. The Director:
				1. Completes an annual Needs Assessment process to evaluate district and local special education needs. Director uses Needs Assessment data to plan and implement goals, activities, and programming for the upcoming school year.
				2. Develops appropriate initiatives or goals that have a beneficial effect on the entire organization.

Section Average Score: _____

Comments for Section 7:

Section Scores

_____ Local School District Relations

_____ Executive Board Relations

_____ Communication

_____ Management

_____ Decision Making

_____ Fiscal Accountability

_____ Planning/Organization

_____ Office Culture (Score from Office Culture Survey)

Total Score: _____ Out of 32

Overall Score:

32 – 29.50 Excellent

28.49 – 24.50 Proficient

24.49 – 20.50 Needs Improvement

20.49 - 0 Unsatisfactory

Overall Summary:

HSCSED Executive Board Chairperson

Date

HSCSED Executive Director

Date