

Performance Criteria Summative Report Activities Director

The Performance Criteria Summative Report is used to summarize the administrator's/supervisor's rating of performance for each criterion at the end of the activities director evaluation process.

Activities Director	Building	Administrator/Supervisor	Date

	PERFORMANCE AREA I: Departmental Leadership	Does Not Meet Expectations	Progressing Towards Expectations	Meets Expectations
1.	Provides direction for the district.			
2.	Communicates, models, and promotes high standards.			
3.	Provides leadership for positive change.			
4.	Provides for on-going staff development.			
5.	Provides effective athletic program leadership.			
6.	Demonstrates effective skill in the selection and assignment of athletic personnel.			
	PERFORMANCE AREA II: Department Management	Does Not Meet Expectations	Progressing Towards Expectations	Meets Expectations
7.	Provides for effective day-to-day operation of the department.			
8.	Promotes effective school climate.			
9.	Establishes and maintains an effective athletic behavior code to maintain effective discipline within the athletic program.			
10.	Promotes school athletic facilities conducive to positive learning experience.			
11.	Ensures efficient management of department fiscal resources.			
12.	Demonstrates effective communication skills.			
13.	Demonstrates effective decision making skills.			
14.	Demonstrates effective organizational skills.			
	PERFORMANCE AREA III: Interpersonal Relationships	Does Not Meet Expectations	Progressing Towards Expectations	Meets Expectations
15.	Demonstrates positive interpersonal relations with students.			
16.	Demonstrates positive interpersonal relations with staff.			
17.	Demonstrates positive interpersonal relations with other administrators.			
18.	Demonstrates positive interpersonal relations with parents/community.			
	PERFORMANCE AREA IV: Professional Responsibilities	Does Not Meet	Progressing Towards	Meets Expectations

		Expectations	Expectations	
19.	Performs duties in accordance with district policies and procedures.			
20.	Participates in professional growth activities.			
21.	Demonstrates motivation, self-discipline, and stress management			

Administrator's/Supervisor's Summary (commendable items may be included):

Recommendation for employment:	Renewal of employment	Yes		No	
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Activities Director's Comments:

* _____ Date ____/____/____
 Signature of Activities Director Signature of Administrator/Supervisor

* Note: Signatures imply that the content of this document has been discussed. Any additional comments will be permanently appended to this form and initialed by the employee and the administrator/supervisor.

1 copy – Activities Director

1 copy – Administrator/Supervisor

1 copy – Personnel File