

PLUMAS UNIFIED SCHOOL DISTRICT ATHLETIC DIRECTOR EVALUATION FORM

ATHLETIC DIRECTOR: _____ SPORT: _____ DATE: _____

1: Good

2: Needs Improvement

3: Unsatisfactory

4: Not Observed

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with coaches regarding pre-season paperwork (rosters & compliance lists) prior to first practice.
- _____ Assists with the issuance and collection of player equipment.
- _____ Cooperates with requests for information from the athletic office on time.
- _____ Abides by all relevant Board of Education polices and administrative guidelines.
- _____ Attends IHSA rules interpretation meetings.
- _____ Cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Supervises practice area and locker room when athletes are present.
- _____ Demonstrates care of school facilities and equipment.
- _____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Cooperates with head coaches regarding team philosophies, guidelines, and player expectations.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes physical well-being.

ATHLETIC DIRECTOR PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner with all stakeholders at all times.
- _____ Assists with teaching the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Ensures the development a well-organized practice schedule with specific objectives for each practice.
- _____ Ensures the use of personnel and strategies effectively in games.
- _____ Encourages coaches and athletes for their positive performance.
- _____ Offers constructive criticism for poor performances.
- _____ Assists with maintaining effective individual and team discipline at practice and in games.
- _____ Ensures coaches provide the opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Assists with all teams performance reflecting enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Encourages new strategies and trends in the sport by attending clinics and reading coaching publications.

ATHLETIC DIRECTOR COMMENTS:

PRINCIPAL COMMENTS:

Athletic Director Signature

Date

Principal Signature

Date