

**Dalhart ISD Evaluation Document for
Chief Financial Officer
For Year _____**

Name: _____

Date of Review: _____

Supervisor completing document: _____

Directions

Please review appropriate information and then rate each of the following performance responsibilities using the rating scale below that most clearly describes the department at that function level.

<u>Rating Scale</u>	<u>Explanation</u>
E Exceptional	Performance exceeds expectations
P Proficient	Performance meets expectations
N Needs Improvement	Performance does not meet expectations

Performance Responsibilities

_____ **I. SCHOOL CLIMATE**

1. Develops and maintains staff morale with employees serving in the divisions under his/her supervision and direction.
2. Uses effective communication in dealing with staff, community, media, and board of trustees.
3. Ensures that sound communication techniques are understood and used by business employees in their contact with all groups.
4. Cooperatively develops long and short range objectives and goals for the business operations of the school district.
5. Supports the district's instructional objectives.

Comments:

Goal:

_____ **II. SCHOOL IMPROVEMENT**

6. Focuses the business operations of the school toward accomplishing the district's mission and attaining stated goals and objectives.
7. Assists with the planning and conducting of needs assessments related to the business operations of the district.
8. Promotes a positive image that supports the mission of the district.
9. Works with other personnel in projecting student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement
10. Has high expectations and high regard for staff supervised and communicates this perspective to subordinates and others.

Comments:

Goal:

III. INSTRUCTIONAL MANAGEMENT

11. Is conversant with the district's curricula and instructional implementation strategies and the specific ways in which the business operations support instruction.

Comments:

Goal:

IV. PERSONNEL MANAGEMENT

12. Defines job performance expectations of subordinate staff, evaluates job performance, conducts conferences, and develops training options and/or improvement plans to ensure the best operation of the department.
13. Maintains a professional growth and development program for employees under his/her direction.

Comments:

Goal:

V. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

14. Manages a broad range of district operations as required, including purchasing, accounting, tax collections, payroll, fixed asset records, energy management, attendance accounting, debt management, bond issues, capital improvement management/planning in addition to working closely with the Director of Maintenance, Operations, and Transportation.
15. Develops and implements cost effective practices throughout the district
16. Compiles reasonable budgets and cost estimates; prepares and submits financial reports as needed.
17. Directs the district's employee benefits program

Comments:

Goal:

VI. STUDENT MANAGEMENT

18. Understands the student management system and expected student behavior related to operational aspects of the district, including transportation and classroom facilities.

Comments:

Goal:

VII. PROFESSIONAL GROWTH AND DEVELOPMENT

19. Uses information provided through assessment instruments and the district appraisal process to improve performance.
20. Seeks, accepts, and responds to evaluative feedback from line supervisors, utilizing this data to improve performance
21. Takes the initiative to develop needed professional skills appropriate to job assignments.
22. Actively seeks out professional development activities designed to improve performance in identified needed areas.
23. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges to the profession
24. Conducts oneself in a professional and ethical manner

Comments:

Goal:

VIII. SCHOOL/COMMUNITY RELATIONS

25. Articulates to the general public the school district's mission and goals and the ways in which business operations support these directions.
26. Is involved in community activities that foster rapport and mutual respect between the district and the larger community.

Comments:

Goal:

Priorities for following year:

Commendations:

Recommendations:

I. School Climate

Appraiser's Rating:

II. School Improvement

Appraiser's Rating:

III. Instructional Management

Appraiser's Rating:

IV. Personnel Management

Appraiser's Rating:

V. Administration and Fiscal/Facilities Management

Appraiser's Rating:

VI. Student Management

Appraiser's Rating:

VII. Professional Growth and Development

Appraiser's Rating:

VIII. School/Community Relations

Appraiser's Rating:

Summary Comments:

Administrator's Signature

Date

Superintendent's Signature

Date