DIRECTOR EVALUATION FORM

Directions: This evaluation form is based on a director's job description. As you read through each section, mark the column that best describes the performance of the director. Please use the comment section to describe certain strengths about the director that have been observed, as well as items that need improvement.

Excellent	Good	Needs Improvement	Don't Know	
				Relationship with the board: – Keeps board informed of organization activities, progress and problems – Is receptive to board member ideas and suggestions – Makes sound recommendations for board action – Facilitates the decision-making process for the board – Accepts board criticism as constructive suggestion for improvement – Gives constructive criticism in a friendly, firm and positive way – Follows up on all problems and issues brought to his or her attention Comments:
				Management skills and ability: – Maintains a smooth-running administrative office – Prepares all necessary reports and keeps accurate records – Communicates clearly – Proposes organizational goals and objectives prior to each fiscal year – Plans well in advance – Is progressive in attitude and action – Adequately follows through on set plans Comments:
				Services to people served: – Understands and stays current with the needs of staff, children and families – Focuses all activities on serving people's needs – Accepts Criticism from the people served and responds appropriately Comments:

				Fiscal management: – Prepares a balanced budget – Completes the year with a balanced budget – Displays common sense and good judgment in business transactions – Adequately monitors physical plant expenses Comments:
				Personal and professional attributes: – Projects professional demeanor – Participates in professional activities Comments:
				Community and public relations: – Represents the school in a positive and professional manner – Actively promotes the school to the congregation and the public Comments:
				Effective leadership of staff: – Hires and maintains competent staff members – Encourages staff development – Follows personnel policies closely – Maintains high staff productivity Comments:

Check one of the following:
_____ Board Member
_____Teaching Staff
_____Church Staff