DIRECTOR, FINE ARTS
Summative Appraisal Form

Name _____   Location _____

Appraisal Period: From _____ to _____   Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

5   **Clearly Outstanding:**   Performance is consistently far superior to what is normally expected.

4   **Exceeds Expectations:**   Performance demonstrates increased proficiency and is consistently above expectations.

3   **Meets Expectations:**   Performance meets expectations and presents no significant problems.

2   **Below Expectations:**   Performance is consistently below expectations and significant problems exist.

1   **Unsatisfactory:**   Performance is consistently unacceptable.

0   **Not Applicable**

JOB PERFORMANCE STATEMENTS

Program planning and Instructional Management

_____ 1.   Direct and manage Fine Arts program, facilities and staff.

_____ 2.   Establish physical and academic eligibility requirements for participation in U.I.L and non-U.I.L. activities.

_____ 3.   Obtain and use evaluative finding to gauge Fine Arts program effectiveness and ensure that program renewal is continuous and responsive to student needs.

_____ 4.   Collaborate effectively with administrative team.

_____ 5.   Monitor and provide oversight of the implementation of appropriate curriculum and materials to support Fine Arts program.

_____ 6.   Maintain knowledge of district regulations and policies and state and federal statutes affecting the Fine Arts program.

COMMENTS:_____

_____

Fine Arts Events

    _____ 7.   Prepare and approve all U.I.L. and non-U.I.L. events.

    _____ 8.   Arrange transportation, lodging and meals for out of town events.

    _____ 9.   Manage district Fine Arts operations and ensure preparation of facilities for events.

    _____ 10.   Coordinate the use of all Fine Arts facilities by non-school groups.

    _____ 11.   Plan, organize and supervise all Fine Arts awards programs.

    _____ 12.   Work and coordinate with the Office of Security to ensure safety of participants and spectators.

COMMENTS:_____

_____

Student Management

    _____ 13.   Implement district student management policies, communicate expected student behavior related to Fine Arts participants, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.

    _____ 14.   Establish and maintain open lines of communication by conducting conferences on vital issues with parent, students, teachers, principals and administration.

    _____ 15.   Work cooperatively with principals and assist with supervision and discipline of students, as appropriate.

    _____ 16.   Seek ways to establish academic and social interventions to help students succeed academically and socially.

COMMENTS:_____

_____

Policy, Reports, Law

    _____ 17.   Recommend sound policies to improve Fine Arts program.

    _____ 18.   Implement the policies established by federal law, state law, State Board of Education rule, U.I.L. rules and local board policy in area of Fine Arts.

    _____ 19.   Compile, maintain and present all physical and computerized reports, records and other documents required.

COMMENTS:_____

_____

Budget and Inventory

_____ 20. Administer the Fine Arts budget and ensure that programs are cost effective and that funds are managed prudently.

_____ 21. Compile budgets and cost estimates based on documented program needs.

_____ 22. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.

_____ 23. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

_____ 24. Approve and forward purchase orders for Fine Arts department.

COMMENTS:_____

_____

Personnel Management

_____ 25. Prepare, review and revise job descriptions

_____ 26. Recruit, select, train and supervise all Fine Arts department personnel and make sound recommendations about personnel placement, assignments, retention, discipline and dismissal.

_____ 27. Evaluate job performance of employees to ensure effectiveness.

_____ 28. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of Fine Arts.

_____ 29. Orient staff to duties, responsibilities and expectations.

COMMENTS:_____

_____

Community Relations

_____ 30. Articulate the district's mission and goals in the area of Fine Arts to community and solicit support in realizing mission.

_____ 31. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

_____ 32. Use appropriate and effective techniques to encourage community and parent involvement.

_____ 33. Support booster club activities and ensure adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

COMMENTS:_____

_____

Other

    _____ 34.   Perform other duties assigned by Superintendent or supervisor.

    _____ 35.   Maintain confidentiality of information.

    _____ 36.   Work cooperatively with principals relative to schedules, Fine Arts class periods, student supervision, facilities, etc.

COMMENTS:_____

_____

Supervisory Responsibilities

    _____ 37.   Supervise and evaluate the performance of teachers and support staff and work cooperatively with principals in the joint evaluations when appropriate.

COMMENTS:_____

_____

What strengths does _____possess?

_____

_____

_____

What are some improvements _____can make to ensure a higher degree of success for students on this campus/department?

_____

_____

_____

Summative Conference Comments:

_____

_____

_____

_____

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

_____ Renewal and/or Extension of Assignment

_____ Non-renewal of Assignment

_____ Termination of Assignment

_____ Non-extension of Assignment

_____   _____
Administrator (Print Name)   Date

_____   _____
Administrator (Signature)   Date

_____   _____
Employee's Signature   Date