

ASSISTANT DIRECTOR, ATHLETICS
Summative Appraisal Form

Name _____

School 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

- ___1. Assists the Athletic Director in supervising the high school and middle school athletic programs in coordination with the Principal, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- ___2. Assists the Athletic Director in the coordination of transportation for all athletic contests.
- ___3. Assists Assisted the Athletic Director in the supervision of all contests.
- ___4. Travel to school district buildings, athletic competitions and professional meetings as required.

COMMENTS: _____

Athletic Events

- ___5. Assists the Athletic Director with the development of the interscholastic athletic schedules and officials schedules for all contests.
- ___6. Assists the Athletic Director in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- ___7. Coordinates with others for the purpose of scheduling ancillary activities that occur prior to, during, and after sporting events, such as musical programs, press boxes, scorers tables, half-time programs, police coverage, ticket sales, availability of on-site medical care, concessions, custodial services and other related activities.

COMMENTS: _____

Student Management

- ___8. Uses equipment and supplies related to sports, athletics and physical fitness.

COMMENTS: _____

Policy, Reports, and Law

- ___9. Implements and monitors usage of the Athletic Code of Conduct.
- ___10. Assists the Athletic Director in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations.
- ___11. Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.

COMMENTS: _____

Budget and Inventory

- ___12. Assists the Athletic Director in the development of an annual budget and its implementation.

COMMENTS: _____

Personnel Management

___13. Assists the Athletic Director in the supervision of the athletic coaches

COMMENTS: _____

Community Relations

___14. Creates materials to publicize athletic and sporting events, both in printed and electronic formats, for the purpose of disseminating information and fostering enhanced awareness among students, staff, and the community in recognizing and supporting the school's athletic programs and attending events.

___15. Maintains professional relationship with media sources for the purpose of providing information regarding schedules, postponements or cancellations, sporting event statistics, records, and other relevant information.

COMMENTS: _____

Other

___16. Handles all accidents and injuries in accordance with school policies, and applicable laws and regulations, including reporting and documentation requirements.

___17. Responsible to carry out all other duties assigned by the Athletic Director and/or a district administrator.

COMMENTS: _____

Supervisory Responsibilities

___18. Supervise and evaluate the performance All paid and volunteer coaches, equipment managers, and trainers

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