

**BIGFORK SCHOOL DISTRICT NO. 38  
ADMINISTRATOR PERFORMANCE EVALUATION**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Evaluation Period - From: \_\_\_\_\_ Through: \_\_\_\_\_

Evaluator: \_\_\_\_\_

**A summary of the major purposes of performance appraisals are as follows:**

- < An objective review of professional and personal performance relative to assigned job responsibilities
- < Performance improvement where necessary
- < Determination of Commendation for positive performance
- < Compensation for completion of job responsibilities and assignments

The process is designed to assist the administrator and supervisor to cooperatively formulate and record an appraisal of the individual's performance. Performance appraisal is a measure of the results of an individual's efforts toward his professional job responsibilities and district goals as identified and directed by the Board of Trustees and the Superintendent.

**This evaluation contains the following components:**

- Major accomplishments for the \_\_\_\_\_ school year
- Observed professional and personal skills which positively impact job performance
- Professional and personal skills requiring improvement
- Progress on previous year professional and personal skills requiring improvement
- Observed performance of professional responsibilities
- Professional responsibilities requiring improvement
- Progress on previous year professional responsibilities requiring improvement
- Formal Administrative Improvement Plan
- Summation of evaluation
- Special assignments for the \_\_\_\_\_ school year
- Compensation

**Major Accomplishments**

**Observed Professional and Personal Skills**

**Observed Performance of Professional Responsibilities**

**SUMMATION**

**Compensation**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Evaluator

Date \_\_\_\_\_

Date \_\_\_\_\_

*Original - employee file*  
*Copy - employee*