

Employee Self-Evaluation and Supervisor Evaluation

	Assistant Athletic Director, High School Sports	
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Employee

Position Title

Date

0. Not Applicable or Observed

3. Expected Performance

E=Employee

1. Unsatisfactory Performance

4. Exceeds Expected Performance

S=Supervisor

2. Average Performance

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude
		Communicates & works cooperatively
		Is neat in appearance & dresses appropriately
		Maintains confidentiality & honesty
		Functions in a positive attitude

Category Evaluation

	Employee		Supervisor
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E	S	<u>II. Scheduling/Preparing for Events</u>
		Supervises scheduling of high school athletic contests with the approval of the AD.
		Arranges transportation to high school athletic contests.
		Schedules facilities for high school athletics.
		Secures properly trained and experienced officials for all high school contests.
		Assures that sites and facilities are prepared and ready for all high school athletic contests.

		Prepares schedules for printing.
		Arranges for ticket takers and time keepers at appropriate high school athletic events.
		Arranges all details of home and visiting teams needs.
		Arranges the practice schedules for all high school coaches on the fields and in the gymnasiums in agreement with the Athletic Director.
		Ensures that high school contests are properly supervised.
		Plans and supervises recognition programs for high school athletes.
		Assists in the publicity and news releases for all high school athletic programs.
		Assumes other duties as may be assigned by the Athletic Director.

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E	S	III. Budgeting/Ordering/Inventories/Records at the grade school
		Coordinates and submits a budget request needed to meet the requirements of the grade school athletic programs.
		Coordinates the ordering of materials with coaches, administrators, and sales representatives with the approval of the building Principal.
		Ensures that adequate and reliable uniform and equipment inventories are taken by coaches
		Inventories new materials when purchased and approves payment.
		Supervises the cleaning, storage, and care of all equipment.
		Collects an inventory at the end of each sport season.
		Requisitions payment for all officials.
		Keeps records of the results of all grade school athletic contests, and maintains a record file of all award winners, stating the date and type of award.
		Approves purchase orders prior to submission to the AD.

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E	S	IV. Knowledge of Policies & Regulations
		Coordinates with coaches the eligibility, insurance, and physical exam forms for each participant.
		Enforces all rules of Monroe High School as outlined in the Extra-Curricular Activities Handbook, the Student/Parent Handbook, Faculty/Staff Handbook, and the Coaches Handbook.
		Follows District policy/handbook

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		V. Professional Commitment/Development/Improvement
		Organizes and runs clinics or other needed grade school coaching or official training sessions.
		Sets up medical training sessions for grade school coaches.
		Assists each coach in being responsible for the personal and professional appearance of both the coaches and athletes during both practice and game situations.

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E	S	VI. Interpersonal Skills/Personal Skills
		Schedules and plans parent meetings for each season.
		Maintains communication with and acts as liaison to patron support groups.
		Establishes and implements a sound philosophical role with coaches.
		Promote the athletic program with positive public relations within and outside the school district.

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E	S	VII. Timeliness
		Returns requests for information by the date and time specified.
		Attends all meetings as required.
		Arrives on time and works scheduled hours.
		Promptly informs the Building Principal of problems that need attention.

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E	S	VIII. Supervisory Skills/performance
		Supervises personnel involved in athletics programs.
		Directs a successful 9-12 grade program.

Category Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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1. I feel I have shown development and growth in my position because: (list classes taken, work- shops attended, independent study, etc.)

2. Commendations or areas during the last year for which I would like to be recognized are:

Overall Evaluation

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Supervisor
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Evaluator's Recommendation for:

- Continued Employment
 Plan of Assistance
 Termination

Comments:

Evaluator's Signature

Date

I have read this appraisal of my performance and discussed it with the evaluator.

Employee's Signature

Date

Statement by employee attached. Yes No