

Employee Self-Evaluation and Supervisor Evaluation

	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

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Employee		Supervisor

E	S	<u>II. Scheduling/Preparing for Events</u>
		Verifies each athlete's eligibility in each sport.
		Ensures that proper supervision is present at Monroe athletic events.
		Supervises scheduling of interscholastic athletic contests and student activities.
		Arranges transportation to interscholastic athletic contests.
		Schedules facilities for interscholastic athletics at the high school.
		Secures properly trained and experienced officials for all contests.

		Assures that sites and facilities are prepared and ready for all interscholastic athletic contests.
		Prepares schedules for printing.
		Arranges for ticket takers and time keepers at all athletic events.
		Arranges all details of home and visiting teams needs.
		Arranges the practice schedules for all coaches on the fields and in the gymnasiums.
		Assumes other duties as may be assigned by the Superintendent.
		Plans and supervises recognition programs for school athletes.
		Assists in the publicity and news releases for all athletic programs.

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E	S	<u>III. Budgeting/Ordering/Inventories/Records at the grade school</u>
		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
		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.
		Coordinates budgeting, expenditures and accounting.

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E	S	<u>IV. Knowledge of Policies & Regulations</u>
		Coordinates with coaches the eligibility, insurance, and physical exam forms for each participant.
		Enforces all rules of Monroe Grade school as outlined in the Extra-Curricular Activities Handbook, the Student/Parent Handbook, Faculty/Staff Handbook, and the Coaches Handbook.
		Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility, to include assuring that medical and safety requirements are adhered to.
		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	<u>VI. Interpersonal Skills/Personal Skills</u>
		Maintains communication with and acts as liaison to patron support groups.
		Will establish and implement a sound philosophical role with coaches.
		Endeavor to promote the athletic/activities program with positive public relations within and outside the school district.

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E	S	<u>VII. Timeliness</u>
		Returns requests for information by the date and time specified.
		Attends all meetings as required.
		Arrives on time and works scheduled hours.
		Notifies the Superintendent in the event of illness.
		Promptly informs the Superintendent of problems that need attention.

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E	S	VIII. Supervisory Skills/performance
		Supervises personnel involved in athletics programs.
		Supervises the coaches in the cleaning, storage and care of all athletic equipment.
		Will direct a successful 9-12 grade program.

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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

	Employee		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