

THE SCHOOL BOARD OF SARASOTA COUNTY
District Administrator Appraisal System

Name		Unsatisfactory	Developing	Proficient	Not Applicable
Position					
Department					
Supervisor					
School Year					
Standard 1: Leadership in Assigned Area of Responsibility					
• Promotes a positive work culture					
• Demonstrates knowledge and applies best practices in assigned area(s) of responsibility					
• Inspires confidence, trust, and generates commitment to the vision and mission					
Standard 2: Managing the Work Environment in Assigned Area of Responsibility					
• Manages the organization, operations, facilities, and resources in ways that maximize the use of resources					
• Promotes a safe, efficient, legal, and effective working environment					
Standard 3: Productivity/Accountability					
• Productively and efficiently manages volume of work assigned to area					
• Builds individual accountability so staff feels ownership and alignment with the vision and goals of the school district					
• Uses a variety of benchmarks and feedback measures to ensure accountability for all direct reports					
Standard 4: Communication					
• Actively listens and expresses ideas clearly orally, in writing, and in multi-media presentations for a variety of audiences					
• Provides opportunities for two-way communication with internal and external customers (students, staff, parents and community members)					
Standard 5: Decision Making Strategies					
• Plans effectively, using critical thinking and problem solving techniques					
• Collects and analyzes data as the basis for decisions to support continuous improvement					
Standard 6: Technology					
• Researches and evaluates technological enhancements applicable to assigned areas					
• Uses and promotes technology and electronic tools in assigned areas of responsibility					
Standard 7: Human Resource Development					
• Recruits, selects, and retains effective personnel					
• Monitors and coaches employee performance and takes action as needed					
• Designs and implements comprehensive professional growth plans for him/herself and all direct reports					
Standard 8: Ethical Leadership					
• Acts with integrity, fairness and honesty in an ethical manner					
Standard 9: Change					
• Systematically considers more effective ways of doing things					
• Is reflective and resilient in the role of a change agent					
• Leads the change process based upon situational awareness and pacing of various change initiatives					
Standard 10: Vision					
• Has a vision for the assigned area of responsibility that is aligned with and supports the District's vision					
• Has the knowledge, skills and dispositions to develop, articulate, and implement a shared vision					
Standard 11: Community and Stakeholder Partnerships					
• Collaborates with and mobilizes internal and external stakeholders as appropriate					
• Creates and maintains a culture of quality service within the larger organization					
Standard 12: Diversity					
• Understands and promotes a culture of inclusivity and acceptance of everyone					

Supervisor's Signature:	Date:	District Administrator's Signature:	Date:
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The School Board of Sarasota County complies with State Statutes on Veteran's Preference and Federal Statutes on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, or marital status.

