

Haysville USD #261
Employee Performance Review
Executive Director of Operations

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Coordinate the recruitment, supervision, and evaluations of Transportation, Maintenance, Custodial, and Energy Management personnel to ensure an efficient and effective Operations Department workforce.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Provide leadership, administration, and coordination of facility planning, inspection, maintenance, construction, energy management, custodial, and transportation services to ensure safe facilities and pupil transportation.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Administer the budgets and purchases for Transportation, Maintenance, Custodial, Energy Management, and Capital Outlay to assure that funding is efficiently utilized.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

4. Communicate with school district administrators, staff, Board of Education members, community agencies, and the community regarding Operations Department functions for the purpose of educating them about school facilities and pupil transportation matters.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

5. Facilitate the development and implementation of safety training for Operations Department staff in order that we have safe schools and a safe workforce.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

6. Coordinate the development of facility and transportation bid specifications and lease agreements to assure the BOE policies, procedures, and laws are followed.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

7. Advise the Superintendent of weather, facility, and transportation emergencies so that our school district will be safe and secure.

Outstanding Very Good Satisfactory Marginal Unsatisfactory

Comments:

8. Serve on call seven days a week, 24 hours and day for school district emergency response to supervise and coordinate the school districts response to emergencies.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

9. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

10. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluators Signature

Date

I have reviewed this performance evaluation.

Administrators Signature

Date

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

Employees Signature

Date