

# MONTGOMERY COUNTY INTERMEDIATE UNIT EXECUTIVE DIRECTOR EVALUATION FORM

**Instructions:**

Board members will be requested to complete this evaluation form in April/May. Completed forms are to be returned to the Chairperson of the Executive Compensation Committee no later than one week before the May board meeting. Decisions regarding compensation and fringe benefits will be made at the June board meeting.

Please assess the Executive Director's performance on each item by checking the appropriate block and making comments when appropriate.

|                                   |  |                           |  |  |                                  |
|-----------------------------------|--|---------------------------|--|--|----------------------------------|
| <i>Does Not Meet Expectations</i> | <i>Occasionally Meets Expectations</i> | <i>Meets Expectations</i> | <i>Occasionally Exceeds Expectations</i> | <i>Consistently Exceeds Expectations</i> | <i>No Opportunity to Observe</i> |
|-----------------------------------|--|---------------------------|--|--|----------------------------------|

**AREAS OF RESPONSIBILITY**

**COMMENTS**

| A. BOARD RELATIONS   | 1 | 2 | 3 | 4 | 5 | 0 |  |
|--|---|---|---|---|---|---|--|
| 1. Keeps the board informed on issues, needs, and operations of the Intermediate Unit.                               |   |   |   |   |   |   |  |
| 2. Offers professional advice to the board on items requiring board action.  |   |   |   |   |   |   |  |
| 3. Interprets and executes the intent of board policies and decisions.   |   |   |   |   |   |   |  |
| 4. Maintains an effective and impartial working relationship with individual board members and the board as a whole. |   |   |   |   |   |   |  |

**AREAS OF RESPONSIBILITY**

*Does Not Meet Expectations*  
*Occasionally Meets Expectations*  
*Meets Expectations*  
*Occasionally Exceeds Expectations*  
*Consistently Exceeds Expectations*  
*No Opportunity to Observe*

**COMMENTS**

| B. COMMUNITY/CONSTITUENT RELATIONS  | 1 | 2 | 3 | 4 | 5 | 0 |  |
|---|---|---|---|---|---|---|--|
| 5. Gains respect and support of local district school officials.              |   |   |   |   |   |   |  |
| 6. Develops a positive relationship with the news media.                      |   |   |   |   |   |   |  |
| 7. Achieves status as a community leader in education.                        |   |   |   |   |   |   |  |
| 8. Works effectively with local, county and state agencies and officials.     |   |   |   |   |   |   |  |
| 9. Represents the board appropriately at educational and community functions. |   |   |   |   |   |   |  |

**AREAS OF RESPONSIBILITY**

*Does Not Meet Expectations*  
*Occasionally Meets Expectations*  
*Meets Expectations*  
*Occasionally Exceeds Expectations*  
*Consistently Exceeds Expectations*  
*No Opportunity to Observe*

**COMMENTS**

| <b>C. STAFF RELATIONS</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>0</b> |  |
|--|----------|----------|----------|----------|----------|----------|--|
| 10. Delegates authority appropriately to staff members.                        |          |          |          |          |          |          |  |
| 11. Recruits and assigns the best available personnel.                         |          |          |          |          |          |          |  |
| 12. Maintains a positive and productive relationship with staff organizations. |          |          |          |          |          |          |  |

| <b>D. INTERPERSONAL RELATIONS</b>                                      | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>0</b> |  |
|--|----------|----------|----------|----------|----------|----------|--|
| 13. Demonstrates the ability to work well with individuals and groups. |          |          |          |          |          |          |  |
| 14. Earns respect and standing among professional colleagues.          |          |          |          |          |          |          |  |
| 15. Uses language effectively in oral communication.                   |          |          |          |          |          |          |  |

Does Not Meet Expectations  
 Occasionally Meets Expectations  
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 No Opportunity to Observe

**D. INTERPERSONAL RELATIONS**

1 2 3 4 5 0

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 16. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner. |  |  |  |  |  |  |  |
| 17. Thinks well on his feet when faced with an unexpected or disturbing turn of events.                  |  |  |  |  |  |  |  |
| 18. Writes clearly and concisely.  |  |  |  |  |  |  |  |

**E. CONFLICT RESOLUTION**

1 2 3 4 5 0

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 19. Handles controversy appropriately.   |  |  |  |  |  |  |  |
| 20. Defends principle and conviction in the face of pressure and partisan influence. |  |  |  |  |  |  |  |
| 21. Is able to accept rejection and move forward in a positive manner.               |  |  |  |  |  |  |  |

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*No Opportunity to Observe*

**COMMENTS**

| F. PERSONAL QUALIFICATIONS   | 1 | 2 | 3 | 4 | 5 | 0 |  |
|--|---|---|---|---|---|---|--|
| 22. Maintains high standards of ethics, honesty, and integrity in all matters. |   |   |   |   |   |   |  |
| 23. Is suitably attired and well groomed.                                      |   |   |   |   |   |   |  |
| 24. Has a good sense of humor.   |   |   |   |   |   |   |  |
| 25. Devotes time and energy effectively to the job.                            |   |   |   |   |   |   |  |
| 26. Takes appropriate measures to safeguard physical and mental health.        |   |   |   |   |   |   |  |
| 27. Maintains poise and composure.   |   |   |   |   |   |   |  |

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**AREAS OF RESPONSIBILITY**

**COMMENTS**

**G. PERSONAL GROWTH**

**1 2 3 4 5 0**

28. Continually upgrades knowledge and skills

29. Participates actively in appropriate professional organizations.

30. Prepares and delivers educational presentations.

**H. LEADERSHIP SKILLS**

**1 2 3 4 5 0**

31. Assumes leadership positions in local, state and national professional organizations.

32. Assumes responsibility for developing appropriate new programs.

33. Assumes a leadership role with local district superintendents and boards.

**AREAS OF RESPONSIBILITY**

|                                   |  |                           |  |  |                                  |
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|-----------------------------------|--|---------------------------|--|--|----------------------------------|

**COMMENTS**

| <b>I. BUSINESS AND FINANCE SKILLS</b>                                 | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>0</b> |  |
|---|----------|----------|----------|----------|----------|----------|--|
| 34. Evaluates financial needs and makes recommendations to the board. |          |          |          |          |          |          |  |
| 35. Seeks appropriate funding for necessary programs.                 |          |          |          |          |          |          |  |