

**DIRECTOR, ATHLETICS**  
**Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Program Planning**

- \_\_\_\_1. Directs and manages district's athletic program and facilities.
- \_\_\_\_2. Establishes physical and academic eligibility requirements for participation in each sport, and verifies each athlete's eligibility.
- \_\_\_\_3. Maintains an active program that promotes good sportsmanship and student development.
- \_\_\_\_4. Obtains and uses evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensures that program renewal is continuous and responsive to student needs.
- \_\_\_\_5. Plans necessary time, resources, and materials to support accomplishment of department goals.
- \_\_\_\_6. Develops annual goals and objectives to improve athletic program services, as appropriate, as it relates to student participation; staff development and training; curriculum; evaluation of personnel; Title IX; Title VII; student code of conduct; facilities; equipment and supplies, etc.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**Athletic Events**

- \_\_\_\_7. Prepares and approves all interscholastic game schedules.
- \_\_\_\_8. Arranges transportation, lodging, and meals for out-of-town athletic events.
- \_\_\_\_9. Manages district athletic operations by directing ticket sales, employing game officials, and ensuring preparation of facilities.
- \_\_\_\_10. Coordinates the use of all athletic facilities by non-school groups.
- \_\_\_\_11. Plans, organizes, and supervises all athletic awards programs.
- \_\_\_\_12. Works and coordinates with the Office of Security to ensure safety of athletes, visiting athletes, and all spectators.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Student Management**

- \_\_\_\_13. Implements district student management policies, communicates expected student behavior related to athletics, and ensures enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
- \_\_\_\_14. Establishes and maintains open lines of communication by conducting conferences on vital issues with parents, students, and teachers.
- \_\_\_\_15. Works cooperatively with principals and assists with supervision and discipline of students, as appropriate.
- \_\_\_\_16. Seeks ways to establish academic and social interventions to help students succeed academically, socially and athletically.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_\_17. Implements the policies established by federal law, state law, State Board of Education rules, UIL rules, and local board policy in area of athletics.
- \_\_\_\_18. Compiles, maintains, files, and presents all physical and computerized reports, records, and other documents required.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Budget and Inventory**

- \_\_\_\_19. Administers the athletic budget and ensures that programs are cost effective and that funds are managed prudently.
- \_\_\_\_20. Compiles budgets and cost estimates based on documented program needs.

- \_\_\_\_21. Initiates purchase orders and bids in accordance with budgetary limitations and district policies.
- \_\_\_\_22. Maintains a current inventory of supplies and equipment and recommends disposal and replacement of equipment when necessary.
- \_\_\_\_23. Approves and forwards purchase orders for athletic department to accounting department.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Personnel Management**

- \_\_\_\_24. Prepares, reviews, and revises job descriptions for athletic department.
- \_\_\_\_25. Recruits, selects, trains, and supervises all athletic department personnel and makes sound recommendations about personnel placement, assignments, retention, discipline, and dismissal.
- \_\_\_\_26. Evaluates job performance of employees to ensure effectiveness.
- \_\_\_\_27. Develops training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Community Relations**

- \_\_\_\_28. Articulates the district’s mission and goals in the area of athletics to community and solicits its support in realizing mission.
- \_\_\_\_29. Demonstrates awareness of district and community needs and initiates activities to meet those needs.
- \_\_\_\_30. Uses appropriate and effective techniques to encourage community and parent involvement.
- \_\_\_\_31. Supports athletic booster club activities and ensures adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_32. Performs other duties assigned by Chief Student Services Officer.
- \_\_\_\_33. Maintains confidentiality of information.
- \_\_\_\_34. Works cooperatively with principals relative to schedules, athletic periods, student supervision, facilities, etc.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_35. Supervises and evaluates the performance of coaches and support staff and works cooperatively with principals in the joint evaluation, when appropriate.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summative Conference Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date