

**OPERATIONS DIRECTOR
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

Construction Management

- ____ 1. Serves as liaison to architects, engineers and consultants to develop, review and finalize project plans, drawings, schematics and specifications. Coordinate and conduct project development and construction progress meetings.
- ____ 2. Performs construction administration.

COMMENTS: _____

Building Maintenance and Repair

- ____ 3. Inspects existing facilities, makes recommendations for improvements as needed, establishes, and recommends priorities for repair projects.
- ____ 4. Ensures that district facilities are functional, safe, clean, and well maintained.
- ____ 5. Maintains written departmental procedures for maintenance, repair, and operations of all district buildings and equipment.
- ____ 6. Ensures that work orders are processed and executed in a timely manner.
- ____ 7. Prepares plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

- ____8. Ensures compliance with federal and state law, State Board of Education rule, and local board policy.
- ____9. Compiles, maintains, and files all reports, records, and other documents required including timekeeping records.

COMMENTS: _____

Budget and Inventory

- ____10. Develops and administers budget based on documented needs and ensures that operations are cost effective and funds are managed wisely.
- ____11. Estimates cost of construction and repair projects, including labor, materials and other related costs and assists with the preparation of bidding documents, including notice and instructions to bidders, drawings and specifications.
- ____12. Reviews and authorizes requests for payment from contractor(s) and designer(s).
- ____13. Assists with the evaluation of formal bids and provides input into recommendations for awarding of contracts for school board approval.
- ____14. Recommends disposal of obsolete equipment and purchases replacement equipment when necessary.
- ____15. Initiates purchase orders and bids in accordance with budgetary limitations and district policies.
- ____16. Approves and forwards invoices and purchase orders for maintenance department to accounting department.

COMMENTS: _____

Safety

- ____17. Maintains safety standards in conformance with federal, state, and insurance regulations and district requirements.
- ____18. Follows established safety procedures and techniques to perform job duties including lifting and climbing.

COMMENTS: _____

Other

- ____19. Performs other job related duties as assigned.

COMMENTS: _____

Supervisory Responsibilities

- ____ 20. Supervises, evaluates, and recommends the hiring and firing of the coordinator of maintenance department, coordinator of custodial department and energy manager department.

- ____ 21. Reviews and recommends the hiring and firing of skilled craftsmen, custodians, grounds personnel, and support staff assigned to maintenance department, custodial department and energy manager department.

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's (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date