



Meridian CUSD #223: Director Evaluation

Employee Name:

Date:

PERFORMANCE RATINGS:

1. **Unsatisfactory:** Performance does not meet minimum expectations, and required standards are not consistently maintained.
2. **Needs Improvement:** Performs assigned job duties adequately but demonstrates inconsistent application of expectations or requires additional support to meet standards.
3. **Proficient:** Consistently meets and maintains performance expectations across all aspects of the position.
4. **Distinguished:** Consistently exceeds performance expectations, demonstrating mastery of job responsibilities and serving as a model of professional practice.

PROFESSIONAL FOUNDATION:

- A. Job Knowledge:** Understands the requirements, methods, systems, and technologies pertaining to the job; implements technical knowledge necessary to perform the duties of the work assignment.

1.____ 2.____ 3.____ 4.____

Comments:

- B. Professionalism:** Demonstrates professional conduct, job-appropriate attire, maintains organization and care of district property, meets deadlines, and adheres to attendance expectations.

1.____ 2.____ 3.____ 4.____

Comments:

- C. Integrity:** Maintains confidentiality, communicates in a timely and transparent manner, and is trusted by peers and staff. Works collaboratively with all team leaders.

1.____ 2.____ 3.____ 4.____

Comments:

OPERATIONAL LEADERSHIP:



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- A. Initiative & Resourcefulness:** Anticipates challenges, works effectively with minimal supervision, and assumes responsibility for resolving issues and advancing departmental priorities.

1.____ 2.____ 3.____ 4.____

Comments:

- B. Financial and Resource Management:** Ability to plan, acquire, allocate, and monitor resources to ensure their optimal utilization and to maximize value for the district.

1.____ 2.____ 3.____ 4.____

Comments:

- C. Communication & Responsiveness:** Communicates clearly, consistently, and within 24-hours with staff, supervisors, and stakeholders. Follows through on commitments and provides proactive updates regarding initiatives, expectations, and outcomes.

1.____ 2.____ 3.____ 4.____

Comments:

STRATEGIC & CULTURE LEADERSHIP:

- A. Improvement Process:** Leads collaborative development and implementation of SMART goals (DIPs) aligned to district priorities and measurable outcomes with staff and aligned to district mission and long-term priorities using feedback from evaluation processes and surveys.

1.____ 2.____ 3.____ 4.____

Comments:

- B. Engagement & Leadership Development:** Treats others with professionalism, honor, and respect, and holds peers and staff accountable when necessary. Difficult conversations are addressed promptly and constructively, with clear



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resolutions implemented. The director also recognizes and celebrates staff accomplishments both privately and publicly.

1.____ 2.____ 3.____ 4.____

Comments:

C. Results & Follow-Through: Ensures initiatives, projects, and department goals are completed effectively and on time. Demonstrates measurable outcomes and holds self and others accountable for achieving established objectives.

1.____ 2.____ 3.____ 4.____

Comments:

D. Strategic Planning & Alignment to District Goals: Aligns departmental work to the district mission and long-term priorities. Uses data to guide decision-making and proactively plans for future needs and organizational sustainability.

1.____ 2.____ 3.____ 4.____

Comments:

FINAL PERFORMANCE SUMMARY

Professional Foundation: ___ / 12 points

Operational Leadership: ___ / 12 points

Strategic & Cultural Leadership: ___ / 16 points

Total Score: ___ / 40 points

OVERALL PERFORMANCE RATING (Total points out of 40):

___ 1. Unsatisfactory (10-18)



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___ 2. Needs Improvement (19-26)

___ 3. Proficient (27-34)

___ 4. Distinguished (35-40)

EVALUATION SUMMARY STATEMENT

Strengths:

Areas of Growth:

Next Steps / Expectations:

Supervisor Signature

Date

Employee Signature

Date