

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 6410 P-4

DIRECTOR OF SPECIAL SERVICES
EVALUATIVE CRITERIA AND EVALUATION FORM

CRITERIA

SCALE

CURRICULUM	
a. Directs the special education program by planning, implementing, monitoring, and evaluating.	
b. Ensures an appropriate curriculum for the students served.	
c. Keeps the staff, board, and community informed about the special education curriculum program.	
PERSONNEL AND FINANCIAL MANAGEMENT	
a. Assists the business manager with budget planning.	
b. Ensures that federal/state/local handicapped reports contain the proper information and are filed in a timely manner.	
c. Assists building principals in supervising the expenditures of special education funds.	
d. Assists with the hiring, supervision and evaluation of certificated and classified staff.	
PUPIL PERSONNEL SERVICES	
a. Ensures development and implementation of appropriate health and service policies and procedures.	
b. Coordinates nursing/mental health programs.	

CRITERIA

SCALE

GENERAL ADMINISTRATION	
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a. Ensures district copyright compliance.	
b. Coordinates, prioritizes and recommends budgets that encompass all aspects of his/her responsibilities.	
c. Maintains department spending within established budgetary levels.	
d. Achieves goals in a timely and cost effective manner.	

PROFESSIONAL PREPARATION AND SCHOLARSHIP	
a. Continues professional study and activity.	
b. Uses current knowledge on educational and administrative matters.	

EFFORT TOWARD IMPROVEMENT WHEN NEEDED	
a. Responds positively to suggestions for professional improvement.	
b. Modifies own behavior on the basis of self-appraisal.	

KEY: 4 - Superior 1 - Unsatisfactory
 3 - Very Good 0 - Don't know or extenuating
 2 - Acceptable circumstances preclude evaluation

Suggestions for Improvement: _____

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Particular Strengths: _____

Evaluator Signature

Date

I have received and read the above report.

Employee Signature

Date

Implemented 11-19-85
Revised 07-14-89