

ATHLETIC DIRECTOR EVALUATION COMPONENTS AND FORMS

PART A: EVALUATION FORM FOR ATHLETIC DIRECTOR

Name: _____

Evaluation Year: _____

School Assignment/Position: _____

Total Years of Administrative/Teaching Experience: _____

Total Years as Athletic Director _____

Evaluators Will Use the Following Rubrics to Score Each Question:

Highly Effective - Performance consistently exhibits multiple strengths that have a strong, positive impact on students and the school climate. Athletic Director serves as a role model. Areas for professional growth are self-directed and continuous. Score = 3

Effective - Performance more often than not exhibits strengths that impact students, coaching staff and school climate. Athletic Director more often than not serves as a model areas or importance. Athletic Director makes an effort more often than not to grow and improve. Score = 2

Improvement Necessary - Performance typically are below expectations in important areas that impact students, coaching staff and school climate. Professional growth and improvement are lacking. Score = 1

Ineffective – Athletic Director rarely exhibits the necessary strengths to perform his/her duties effectively. Professional growth and improvement are rarely seen. Direct and immediate intervention is required by the superintendent or his/her designee. Score = 0

Administrator Effectiveness-The athletic director has developed a mission statement that clearly defines what the school/program is seeking to achieve and delineates the expectations of the program for student-athletes, coaches, school administration, parents, and the community. The expectations of the athletic program are the fundamental goals by which the school assesses the effectiveness of the athletic program and services provided.

____1. The athletic director has facilitated the athletic program mission statement and expectations. The mission is to be clearly linked to the academic mission of the school and district.

_____ 2. The athletic director defines expectations as they relate to the athletic program for coaches, student-athletes, parents, and the community.

_____ 3. The athletic director reviews the mission and expectations to assure it reflects the needs of the student-athlete, the school and the community.

_____ 4. The athletic director publishes the mission and expectations throughout the school community in a manner that ensures that all stakeholders are aware of athletic department's goals.

_____ 5. The athletic director develops and institutes curricula that advance sport specific training, conditioning, and skill development in all sports.

_____ 6. The athletic director develops specific programs and activities that are implemented by the athletic department to address the proper behavior of all student-athletes, coaches, parents and spectators at athletic contests.

_____ 7. The athletic director shall monitor the academic achievement of each student athlete throughout the high school years.

_____ 8. The athletic director promotes an athletic program that is safe, positive, respectful, and supportive and fosters the benefits of multi-sports athletics and the disadvantages of sports specialization.

_____ Total Points Possible (24)

Managerial Leadership-The athletic director provides sufficient support and resources to all student-athletes and sports programs. The athletic program is in compliance with all state and federal mandates. The athletic director has a clearly defined personnel evaluation plan in place which is designed to enhance the professional growth of all coaches. The athletic director promotes and supports all IHSA rules and by-laws and is in compliance with all state and federal statutes.

_____ 1. The athletic director provides sufficient funding to assure quality athletic opportunities, personnel, services, facilities, equipment, transportation, uniforms, teaching materials and supplies to support each sport offering.

_____ 2. The athletic director shall insure adequate, properly maintained, refurbished or replaced equipment for all teams.

_____ 3. The athletic director shall allocate resources, programs and services for all sports equitably.

_____ 4. The athletic director shall be in compliance with all state and federal mandates of Title IX.

_____ 5. The athletic director provides equal opportunities for male and female athletes.

- _____ 6. The athletic director oversees the athletic booster club.
- _____ 7. The athletic director insures that all athletic facilities are properly maintained to ensure the safety of student-athletes.
- _____ 8. The athletic director has clearly defined policies and procedures in place for the effective administration of the program.
- _____ 9. The athletic director has developed a student athlete handbook that clearly defines all expectations for student athletes including, but not limited to, policies on sportsmanship, hazing, taunting, substance use and abuse, and is provided to all student-athletes and their parents.
- _____ 10. The athletic director has written guidelines for all booster clubs explaining their role in the program.
- _____ 11. The athletic director has emergency guidelines and evacuation procedures for all athletic events.
- _____ 12. The athletic director has a formal evaluation plan for all head coaches and assistant coaches that promote the professional growth and competence of all coaches.
- _____ 13. The athletic director allows for the meaningful input from student-athletes, parents, booster clubs, and the community into decisions impacting the athletic program.
- _____ 14. The athletic director regularly acknowledges, celebrates, and displays the accomplishments of the student-athlete, teams and coaches.
- _____ 15. The athletic director coordinates contest and practice schedules for coaches when necessary in a manner which maximizes the utilization of all facilities and resources.
- _____ 16. The athletic director maintains an appropriate file of records, results, and awards.
- _____ 17. The athletic director assumes the responsibility of the supervision of home athletic events.
- _____ 18. The athletic director assists in organizing and scheduling interscholastic athletic transportation for athletic contests.
- _____ 19. The athletic director serves as a manager and host for special tournaments of the county, conference and the I.H.S.A.A.
- _____ 20. The athletic director procures, organizes and schedules officials and workers for conduction of contests.
- _____ 21. The athletic director works with media regarding results, hosted events, and special press releases.
- _____ 22. The athletic director plans and establishes the type of awards, methods of earning, and recognition programs for distribution to athletes.
- _____ 23. The athletic director assists in the implementation of the random drug testing program.

_____ 24. The athletic director assists with supervision during the school day.

_____ 25. The athletic director models professional, ethical, and respectful behavior at all times.

_____ Total Points Possible (75)

Mandatory Core of Employment: Athletic Directors are given one evaluation point through their ongoing professional core of performance necessary for success. These include the following mandatory areas: Attends school events as needed and expected; is cooperative with peers and supervisors; follows all rules, procedures, board policies and mandates set forth by the school corporation; and sets the example for his/her staff for timeliness and attendance.

_____ One Point or No Points Awarded

Evidence: (None needed unless an area is deemed Improvement Necessary to maintain his/her position.)

Part A Total Overall Score: _____

Part A Total Possible Points = 100

Part A Evaluation Summary Comments:

PART B EVALUATION FORM FOR ATHLETIC DIRECTORS

1. The athletic director maintains fiscal responsibility with the overall athletic budget in the black. 50% of Part B
2. The athletic director has certified and qualified officials for every home contest. 25% of Part B
3. The athletic director has signed contracts from sending schools for all home and away athletic contests. 25% of Part B

Bonus Points

The athletic director will earn bonus points based on the following situations:

1. Receive the IHSAA Sportsmanship Award = 2 points

Evidence: (None needed unless an area is deemed Improvement Necessary to maintain his/her position.)

Part B Total Overall Score: _____

Part B Evaluation Summary Comments:

Part B Total Possible Points = 100.

Part A Total Score _____

Part B Total Score _____

Part A and B Total Score _____

(Total Points Possible = 200)

Date of Evaluation Conference _____

Athletic Director's Signature _____
(Administrator's signature does not automatically indicate agreement)

Evaluator's Signature _____

Part A Total Overall Score: _____ (Out of a total 100 points possible)

Part A Evaluation Summary Comments:

Part A Total Possible Points = 100.

Part A and Part B Total

Ineffective	Improvement Necessary	Effective	Highly Effective
Performance frequently exhibits weaknesses that negatively impact students, staff, and the school climate. Points 40 - 79	Performance typically exhibits strengths that impact students, staff, and school climate. Point 80 - 119	Performance typically exhibits multiple strengths that favorably impact students, staff, and the school climate. Points 120-159	Performance consistently exhibits multiple strengths that have strong, positive impact on students, staff, and the school climate. Point 160-200

Part A Total Score _____

Part B Total Score _____

Part A and B Total Score _____ (Out of a 200 points possible)

Signatures

School Year _____

Date of Post Conference Evaluation Meeting _____

Evaluator's Signature

I acknowledge that I have reviewed and discussed this evaluation.

Athletic Director's Signature

(Administrator's signature does not automatically indicate agreement.)