

PERFORMANCE APPRAISAL CRITERIA

FINANCE OFFICER

Directors Name \_\_\_\_\_

Area of Responsibility \_\_\_\_\_

- INSTRUCTIONS
1. The evaluator is to rate the director on a six-point scale as indicated below.
  2. The evaluator is encouraged to add pertinent comments at the end of each major function.
  3. The director is provided an opportunity to react to the evaluator's ratings and comments.
  4. The evaluator and the director must discuss the results of the appraisal and any recommended action pertinent to it.
  5. The director and the evaluator must sign the instrument in the assigned spaces.
  5. The instrument must be filed in the director's personnel folder.

Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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MAJOR FUNCTIONS:

A. PROGRAM MANAGEMENT

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| 1. Provides leadership in developing comprehensive program plans. |  |  |  |  |  |
| 2. Provides leadership in implementing the planned programs.      |  |  |  |  |  |
| 3. Is an effective leader of the ongoing program.                 |  |  |  |  |  |
| 4. Provides leadership in evaluating the program.                 |  |  |  |  |  |

Comments: \_\_\_\_\_

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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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**B. FISCAL MANAGEMENT**

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|--|---|--|--|--|--|--|--|
| 1. Prepares or assist in the preparation of budget and administers funds as assigned in accordance with established federal, state, and local policies.                          | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
| 2. Cooperates with other departments and agencies to insure that funds are coordinated for maximum services.   | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
| 3. Maintains or oversees the maintenance of accurate and up-to-date inventories of all equipment, materials, and supplies in accordance with local, state, and federal policies. | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
| 4. Prepares or oversees the preparation of records and reports as required by local, state, and federal policies.  | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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Comments: \_\_\_\_\_

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**C. INFORMATION MANAGEMENT**

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|--|---|--|--|--|--|--|--|
| 1. Effectively communicates with the school system and community to share information about the program. | <table border="1" style="width: 100%; height: 25px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |

Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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2. Serves as a liaison between school system and local, state, and federal agencies. 

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3. Assist in the development of in-service programs for the development and improvement of staff. 

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4. Plans and accomplishes personal professional growth objectives. 

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5. Demonstrates professional ethics. 

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Comments: \_\_\_\_\_  
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**D. PERSONNEL MANAGEMENT**

1. Assist in the screening, selection, and placement of personnel. 

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2. Delegates and supervises staff responsibilities. 

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3. Assists in evaluating staff according to established personnel policies. 

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Comments: \_\_\_\_\_  
\_\_\_\_\_

Evaluator's Summary Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director's Reaction to Evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Evaluator's Signature and Date

\_\_\_\_\_  
Director's Signature and Date

Signature indicates that the written  
evaluation has been seen and discussed.