

BUSINESS MANAGER EVALUATION FORM (10-93)  
BALTIMORE SCHOOL DISTRICT # 49-1

DATE OF EVALUATION \_\_\_\_\_ DATE OF CONFERENCE \_\_\_\_\_

EVALUATEE \_\_\_\_\_ POSITION \_\_\_\_\_

EVALUATOR \_\_\_\_\_ POSITION \_\_\_\_\_

DIRECTIONS:

- 1.) Circle a response for each item. The ratings are:
  - 1– Unsatisfactory
  - 2 – Needs Improvement
  - 3 – Meets Job Requirements
  - 4 - Excellent
  - 5 – Outstanding
- 2.) Add appropriate remarks, comments, criticisms, and suggestions in Area 16. Comment specifically on noted areas of weakness and add suggestions for improvement.
- 3.) Any area that has not been observed will be left blank.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the payroll function for the district to include employee benefits, state and federal tax deposits, workmen’s compensation insurance and other related activities.

1                      2                      3                      4                      5

Comments:

2. Review, code, and sign bills prepared for approval at the monthly board meeting.

1                      2                      3                      4                      5

Comments:

3. Supervises the collection, safekeeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board. Reconciled cash accounts and report to the board monthly.

1                      2                      3                      4                      5

Comments:

- 4. Assists with the budget development, preparation, and submission and provides the board with periodic performance reports. Prepares, approves, and monitors purchase orders in compliance with board policy and approved budget.

1                      2                      3                      4                      5

Comments:

- 5. Supervises all cash funds and federal programs including Chapter I, Chapter II, food service, and various grants in compliance with state and district policies, including timely required reporting.

1                      2                      3                      4                      5

Comments:

- 6. Collects information and assists the superintendent and board with contract negotiations.

1                      2                      3                      4                      5

Comments:

- 7. Conducts bidding procedures and represents the board by signing contracts and agreements in compliance with school district policy and state laws.

1                      2                      3                      4                      5

Comments:

- 8. Maintains records and inventory related to fixed assets and real estate with adequate collateral and liability insurance.

1                      2                      3                      4                      5

Comments:

- 9. Attends and participates in all board meetings, maintaining an accurate record of the actions and participants, and publishing the minutes and notices in the designated district paper.

1                      2                      3                      4                      5

Comments:

10. Prepares the district annual report to be submitted to state education department.

1                      2                      3                      4                      5

Comments:

11. Arranges for and assists with auditing of all school district accounts and programs.

1                      2                      3                      4                      5

Comments:

12. Administers and conduct school district elections as prescribed by state law.

1                      2                      3                      4                      5

Comments:

13. Represents the school district professionally in local, regional, state, and national affiliation and participation.

1                      2                      3                      4                      5

Comments:

14. Cooperate with all departments for effective and efficient results.

1                      2                      3                      4                      5

Comments:

15. Performs other duties which will assist the superintendent, board, and standing committees in financial and business matters of the district in compliance with local policy and state laws.

1                      2                      3                      4                      5

Comments:

16. Evaluator's comments: (Note strong points, weak points, areas for improvement and suggestions for improvement.)

NOTE: I have been presented \_\_\_\_\_ pages of this evaluation. A signature indicates that this evaluation has been read and discussed with the evaluator. It does not imply agreement. If the administrator desires, they may submit a reply to this evaluation. This must be done within 48 hours of receiving the evaluation.

(Signed) \_\_\_\_\_  
Evaluator Date

(Signed) \_\_\_\_\_  
Administrator Date