 SELF-ASSESSMENT

*Business Administrator*

Business Administrator:       Supervisor:       Date:

PLAN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Low | |  |  |  |  |  |  |  |  |  | High | |
| 1. (P.1) Cultivates a collaborative process to plan, develop, and implement district and department mission, vision, and goals | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 2. (P.2) Utilizes data and research to anticipate emerging trends and proactively address district needs | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 3. (P.3) Plans effectively for the efficient, equitable allocation and use of fiscal, human, and capital resources | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 4. (P.4) Effectively uses the DSD Planning Process | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 5. **PLAN Reflection**: Discuss areas of strength and areas of needed improvement | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

LEAD

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Low |  |  |  |  |  |  |  |  |  |  | High | |
| 6. (L.1) Ensures quality staffing and develops leaders through effective hiring, induction, mentoring, training, and evaluation | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 7. (L.2) Collaboratively creates and implements innovative and effective programs, processes, and solutions | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 8. (L.3) Facilitates meaningful professional development for all staff focused on identified needs and aligned with vision and goals | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 9. (L.4) Utilizes effective communication strategies to ensure the timely flow of information | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 10. (L.5) Demonstrates effective meeting facilitation and presentation skills | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| **11. LEAD Reflection**: Discuss areas of strength and areas of needed improvement | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

CHECK

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Low |  |  |  |  |  |  |  |  |  |  | High | |
| 12. (C.1) Uses data regularly to evaluate programs, procedures, policies, and practices, and makes adjustments as needed | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 13. (C.2) Monitors and ensures compliance with federal, state, local, and district laws, policies, and procedures | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 14. (C.3) Follows up to ensure needs are met and problems are resolved | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 15. (C.4) Ensures frequent feedback is provided to employees, departments, and/or schools for continuous improvement | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 16. **CHECK Reflection**: Discuss areas of strength and areas of needed improvement | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

ENVIRONMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Low |  |  |  |  |  |  |  |  |  |  | High | |
| 17. (E.1) Is approachable, supportive, and responsive | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 18. (E.2) Ensures facilities are well-maintained, safe, and inviting | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 19. (E.3) Fosters an environment where employees are positive, respectful, and understanding of individual differences | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 20. (E.4) Creates an environment of high expectations and celebrates excellence | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 21. **ENVIRONMENT Reflection**: Discuss areas of strength and areas of needed improvement | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

PROFESSIONALISM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Low |  |  |  |  |  |  |  |  |  |  | High | |
| 22. (PRO.1) Engages in self-reflection and professional learning for continuous growth and expertise | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 23. (PRO.2) Collaborates and cultivates productive relationships with a wide variety of stakeholders to improve learning | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 24. (PRO.3) Approaches challenges and changes positively in a problem-solving manner | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 25. (PRO.4) Makes professional contributions to district, state, and the larger arena of educational policy making | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 25. (PRO.5) Uses the Evaluate Davis system effectively | 0 |  |  |  |  |  |  |  |  |  |  |  | 4 |
|  | | | | | | | | | | | | | |
| 26. **PROFESSIONALISM Reflection**: Discuss areas of strength and areas of needed improvement | | | | | | | | | | | | | |