

# Carbon County School District No. 2 Evaluation

## Director of Curriculum and Facility Manager

**NAME:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

(1 – **Satisfactory** - consistently performed at a competent level; 2 - **Not Satisfactory** - serious deficiencies exist in this area;  
N/A – **Not Applicable**)

1. Supervise the District’s on-going curriculum development to ensure that the curriculum is aligned with Common Core Standards, appropriate, outcome based, and is articulated with appropriate scope and sequence. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

2. Work with District administrative staff to develop, implement, and evaluate an ongoing and appropriate program for staff development and improvement of instruction. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

3. Supervise and coordinate the development, implementation and evaluation of the District’s grants; to monitor and supervise the grant budgets. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

4. Ensure the implementation and proper administration of an appropriate district wide assessment program. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

5. Ensure that the District’s curriculum, grants, staff development plan, and assessment program are directed toward the achievement of the overall goals and objectives. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

6. Assist in recruitment, hiring and evaluation of District personnel. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

7. Maintain an overall general current knowledge of the District and its policies, programs, budget, and personnel, in order to have the ability to serve in the absence of the Superintendent. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

8. Direct and supervise all personnel whose positions relate to District Facilities including custodial and maintenance personnel. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

9. Supervises cleaning and maintenance of all boilers and other major building equipment. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

10. Supervises major repairs to plumbing, electrical and general mechanical areas in all buildings. 1 \_\_\_\_ 2 \_\_\_\_ N/A \_\_\_\_

11. Performs emergency repair services as needed. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

12. Coordinates with the Principals when ordering maintenance supplies, materials and equipment to stay within budget. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

13. Supervises and ensures an on-going program of general maintenance, upkeep and repair of buildings. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

14. Assumes responsibility for overall compliance with the state fire code in all buildings. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

15. Draws blueprints, writes bid specifications, and inspects all work done by contractors on major building repairs and remodeling. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

16. Accompanies safety inspectors and other contracted consultants in their evaluations of buildings and equipment. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

17. Works positively with State Agencies. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

18. Works closely with the Superintendent and Business Manager, keeping them informed of projects. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

19. Facilitate the Asbestos management plan. 1 \_\_\_ 2 \_\_\_ N/A \_\_\_

Comments:  
\_\_\_\_\_  
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**Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood, that refusal to sign does not prevent the inclusion of this document in the personnel file.**

\_\_\_\_\_  
*Director of Curriculum and Facility Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent Signature*

\_\_\_\_\_  
*Date*