

FAIRFIELD AREA SCHOOL DISTRICT  
GUIDELINES

ADMINISTRATIVE TEAM EVALUATION

2320

CONTENTS OF ADMINISTRATORS ANNUAL REPORT (NOTE)

- A. Introduction
  - 1. Description
  - 2. Goals
  
- B. Trends & Comparisons
  - 1. Total - projected
  - 2. Total - current & last 15 years
  - 3. Attendance
    - a. Average Daily membership
    - b. Average Daily Attendance
  - 4. Transfers in & out
  - 5. Home schooling
    - a. By grade
    - b. Reasons for
  - 6. Dropout rates (total by sex)
  - 7. Discipline
  
- C. Enrollment - Current
  - 1. By grade level
  - 2. By course of study
  - 3. By ability (IEP, special education, gifted)
  
- D. Curriculum & Student Achievement
  - 1. Description of instructional program
  - 2. Testing programs
    - a. Description
    - b. Results (with prior years' comparisons if appropriate)
  - 3. Higher education institutions accepting Fairfield graduates
  - 4. Instructional support team
  - 5. Reading recovery program
  - 6. Peer Helper program
  - 7. Exceptional classes
  - 8. Vocational classes
  - 9. Tech Prep
  - 10. Athletic activities
  - 11. Other extra curricular activities

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ADMINISTRATIVE TEAM EVALUATION (Contd)

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- E. Staffing (professional & support)
  - 1. Totals by category
  - 2. Conference activities
  - 3. Staff development
  
- F. Library resources
  
- G. Technology
  
- H. Facilities
  - 1. Adequacy
  - 2. Condition
  - 3. Vandalism
  
- I. Transportation
  
- J. Financial
  - 1. Budget
  - 2. Tuition rates
  - 3. Tax rates
  - 4. Fund Balance history
  - 5. Debt Service schedule
  
- K. Committees & Organizations
  - 1. Advisory boards
  - 2. Music Boosters
  - 3. Sports Boosters
  - 4. Parent-Teacher Organizations

NOTE - The preceding outline is intended to serve as a guide. This list is not exclusive. Some of the items listed will not apply to all of the administrators. Administrators may add or delete items as circumstances warrant.

Adopted July 28, 1997

