



# Athletic Administrator Self-Evaluation

## PERSONAL INFORMATION:

ATHLETIC ADMINISTRATOR & CERTIFICATION:

DATE OF HIRE:

DATE OF REVIEW:

\_\_\_\_\_  
NAME & CERTIFICATION

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

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DAY MONTH YEAR

SCHOOL:

\_\_\_\_\_  
NAME

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STREET

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CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

This evaluation contains six sections. Please review each sections' standards and evaluate by this key: 1- Unacceptable; 2 - Needs Improvement; 3 - Satisfactory; 4 - Excellent. Space is provided for additional comments and documentation evidence at the end of each section.

SELF EVALUATION				SECTION 1: LEADERSHIP	SUPERVISOR EVALUATION			
1	2	3	4		1	2	3	4
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emphasizes the physical, mental, emotional, and social benefits of education-based athletics for the student-athlete.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicates and works collaboratively with coaches, parents, educational leaders, school staff, media, community, booster clubs, and civic groups to develop positive public relationships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Establishes an education-based philosophy for all programs with high academic standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seeks to establish high standards of sportsmanship and citizenship for the coaching staff, student athletes, parents, and fans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Displays ethical decision making, character development, personal conduct, and integrity while coaching coaches and mentoring staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Promotes teamwork among all coaches, making it easier for athletes to play multiple sports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develops as an athletic administrator by participating in professional growth and development through national and state educational opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**SELF EVALUATION**

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**SECTION 2: SUPERVISION**

Sets an expectation for coaches' direct supervision of facilities and activities related to the sport or activity.

Directs and coordinates supervision of all home and away events to ensure safety of participants, officials, and fans.

Provides verification of eligibility of student athletes under the guidance of state and local rules.

Ensures compliance of Title IX, ADA and for students with special needs to local, state and federal policy.

Ensures that all appropriate equipment meets the safety standards of the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

Ensures that all equipment is cleaned, inventoried, and stored properly.

Oversees the direct supervision of coaches and athletic support staff.

**SUPERVISOR EVALUATION**

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**SECTION 3: PLANNING & MANAGEMENT**

Plans for scheduling, assessment, maintenance, and improvement of all athletic facilities.

Organizes and coordinates the utilization of facilities for educational, athletic, and community purposes.

Plans and directs the creation and annual review of an athletic handbook.

Plans, directs, and serves as the financial officer for the athletic department budget in all categories of spending and income.

Plans and schedules the transportation needs for all programs while working with proper district employees.

Effectively communicates and distributes current job descriptions and sets clear expectations for athletic personnel, including contest officials, workers, and security.

**SUPERVISOR EVALUATION**

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**SECTION 4: STRATEGIC PLANNING**

- Conducts pre-season meetings with students, parents, and coaches.
- Meets all state association, league, and/or conference deadlines for document submittal.
- Attends all appropriate state association, league, and conference meetings.
- Facilitates appropriate recognition of all student athletes.

**SUPERVISOR EVALUATION**

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**SECTION 5: HEALTH, WELLNESS & SAFETY**

- Ensures all student-athletes adhere to required pre-participation health screening.
- Ensures all athletic personnel attend required health, wellness, and safety trainings provided by the school/district and state.
- Communicates with and instructs students and parents on the inherent risks related to specific sports.
- Works with the athletic trainer(s) to promote and communicate a proper system of student athlete well-being and return to play procedures.
- Promotes a culture of chemical-free programs through education and prevention.
- Promotes good social emotional health awareness for all constituents involved in the athletic department.
- Oversees assessment of and adherence to safety protocols and recommendations of medical professionals.
- Develops and implements emergency action plans for all contest and practice venues.
- Monitors and communicates potential weather hazards that could arise during practices and/or contests.

**SUPERVISOR EVALUATION**

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**SECTION 6: PERSONNEL**

Adheres to school/district guidelines in hiring all athletic staff personnel.

Secures and oversees all needed personnel for the operations of the athletic programs, including but not limited to: coaches, game officials, announcers, timekeepers, ticket sellers, ticket takers, security, event supervisors, custodians, concessions, support personnel, and medical coverage.

Cultivates an atmosphere of professional growth for all staff members.

Evaluates all coaches and provides feedback pre-season, in-season, and post-season.

Works collaboratively with other administrators to advance the school mission.

Uses current job descriptions while directing personnel.

**SUPERVISOR EVALUATION**

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**Employee Final Summary/Remarks (Optional)**  
Comments:

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Name Title Date

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Signature

