

**EVALUATION OF THE TREASURER
OF THE
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with HB 769 and ORC Section 3319.02

Section 3319.02 requires: "Each Board of Education shall adopt procedures for the evaluation of its Treasurer and shall evaluate its Treasurer in accordance with those procedures. An evaluation based upon such procedures shall be considered by the Board in deciding whether to renew the Treasurer's contract."

Although the frequency of evaluation is not specifically required by statute, annual evaluation of the Treasurer is a recommended practice. Since we believe that the Treasurer and the Superintendent are the only employees evaluated directly by the Board of Education, emphasis is added to the importance of the evaluation process.

A good evaluation procedure should identify the areas to be evaluated and should include, but not be limited to, a review of the job description and measure compliance to it. The results should be shared with the Treasurer, and an opportunity to correct deficiencies should be granted. Job targets/goals are expected outcomes of the evaluation process.

Generally, an evaluation instrument will measure the following categories. The following broad categories, along with more specific areas are suggested:

Low to High
1 2 3 4 5

The Board of Education:

- | | |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | I. Technical Skills – the Treasurer |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | a. communicates with Board and Superintendent on the status of financial matters, problems and other matters that affect the district |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | b. renders timely and accurate financial statements to Board and Superintendent |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | c. serves as secretary to Board and prepares clear and accurate minutes of all Board meetings |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | d. has established/maintained and updated internal control systems to account for the receipt, safeguarding and disbursement of school district's cash assets, including student activity program funds |

II. Professional Characteristics – the Treasurer

- a. shows evidence of resourcefulness in dealing with complex as well as routine problems
- b. shows the initiative required of a person in this position
- c. understands and keeps informed regarding all aspects of the financial/business management program
- d. is able to communicate effectively, either oral or written

III. Personal Characteristics – the Treasurer

- a. exhibits enthusiasm for his/her work
- b. maintains high standards of ethics, honesty and integrity in all personal and professional matters
- c. demonstrates ability to work well with individuals and groups
- d. abides by district policy and philosophy in work and activities

IV. Relationship to the Board – the Treasurer

- a. carries out policies of the Board
- b. provides advice and counsel for the Board
- c. consults with Board when policy issues arise
- d. works with the entire Board, not individuals

COMMENTS:

Treasurer _____

Date _____

President, Board of Education _____

Date _____