

**Southeastern California Conference of Seventh-day Adventists**  
**Office of Education**  
*Summative Business Manager Evaluation Form*

**Business Manager:**

**Standard #1: Business Managers Will Advance the Mission of the School** *(by)*

- 1.1 Demonstrating a commitment to Adventist education
- 1.2 Modeling a positive and growing relationship with Christ
- 1.3 Demonstrating a life style consistent with accepted Seventh-day Adventist standards
- 1.4 Creating and maintaining an environment that encourages spiritual development
- 1.5 Possessing an interest and support for the goals of the school
- 1.6 Promoting the mission and vision of the school to the constituency and stakeholders

1. Summative statement for standard #1. (see directions)

**Standard #2: Business Managers Will Demonstrate Excellence in Job Performance** *(by)*

- 2.1 Showing personal integrity and transparency
- 2.2 Solving problems and making decisions in a timely manner
- 2.3 Providing financial information in an accurate, timely and coherent manner
- 2.4 Preparing regular financial reports for the school board and administration
- 2.5 Communicating pertinent financial information with conference, faculty, staff and families
- 2.6 Promoting sound fiscal information
- 2.7 Implementing an appropriate system of internal controls
- 2.8 Performing regular financial tasks satisfactorily
- 2.9 Preparing adequately for the annual audit and working cooperatively with the auditors
- 2.10 Being receptive to suggestions for improvement
- 2.11 Understanding the role of the business manager as outlined in the Pacific Union Conference *Education Code*

2. Summative statement for standard #2. (see directions)

**Standard #3: Business Managers Will Foster a Well-Functioning Working Environment** *(by)*

- 3.1 Maintaining positive interpersonal relationships with faculty, staff and families
- 3.2 Working collaboratively with others
- 3.3 Being accessible to school personnel and stakeholders
- 3.4 Promoting a welcoming and inviting environment
- 3.5 Handling sensitive matters in a tactful, confidential and diplomatic manner
- 3.6 Collaborating with the principal and administrative team
- 3.7 Participating actively in the decision making process
- 3.8 Supporting the principal and administrative team with stakeholders
- 3.9 Participating in leadership functions of the school as assigned by the school board and administration

3. Summative statement for standard #3. (see directions)

4. Summary report of this Business Manager's professional goals (see directions)

5. Overall summary statement (see directions)

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager's Signature

\_\_\_\_\_  
Date

**Notes:**

- a. The Business Manager's signature indicates receipt of this document and does not necessarily imply agreement with all of the contents of the document.
- b. The Business Manager has the right to attach a statement to this document which will become a part of his/her file.