

BUSINESS MANAGER SURVEY

Name of Business Manager:

Please mark your response on a 1-5 scale.

						Don't						
						Know						
Disagree		Agree					The Business Manager:					
1	2	3	4	5	X							
1	2	3	4	5	X	1.	Demonstrates a commitment to Adventist education.					
1	2	3	4	5	X	2.	Models a positive and growing relationship with Christ.					
1	2	3	4	5	X	3.	Demonstrates a life style consistent with accepted Seventh-day Adventist standards.					
1	2	3	4	5	X	4.	Creates and maintains an environment that encourages spiritual development.					
1	2	3	4	5	X	5.	Possesses an interest and support for the goals of the school.					
1	2	3	4	5	X	6.	Promotes the mission and vision of the school to the constituency and stakeholders.					
1	2	3	4	5	X	7.	Shows personal integrity and transparency.					
1	2	3	4	5	X	8.	Solves problems and makes decisions in a timely manner.					
1	2	3	4	5	X	9.	Provides financial information in an accurate, timely and coherent manner.					
1	2	3	4	5	X	10.	Prepares regular financial reports for the school board and administration.					
1	2	3	4	5	X	11.	Communicates pertinent financial information with conference, faculty, staff and families.					
1	2	3	4	5	X	12.	Promotes sound fiscal management.					
1	2	3	4	5	X	13.	Implements an appropriate system of internal controls.					
1	2	3	4	5	X	14.	Performs regular financial tasks satisfactorily.					
1	2	3	4	5	X	15.	Prepares adequately for the annual audit and works cooperatively with the auditors.					
1	2	3	4	5	X	16.	Is receptive to suggestions for improvement.					
1	2	3	4	5	X	17.	Understands the role of the business manager as outlined in the Pacific Union Conference <i>Education Code</i> .					
1	2	3	4	5	X	18.	Maintains positive interpersonal relationships with faculty, staff and families.					
1	2	3	4	5	X	19.	Works collaboratively with others.					
1	2	3	4	5	X	20.	Is accessible to school personnel and stakeholders.					
1	2	3	4	5	X	21.	Promotes a welcoming and inviting environment.					
1	2	3	4	5	X	22.	Handles sensitive matters in a tactful, confidential and diplomatic manner					
1	2	3	4	5	X	23.	Collaborates with the principal and administrative team.					
1	2	3	4	5	X	24.	Participates actively in the decision making process					
1	2	3	4	5	X	25.	Supports the principal and administrative team with stakeholders.					
1	2	3	4	5	X	26.	Participates in leadership functions of the school as assigned by the school board and administration					

