

**Southeastern California Conference of Seventh-day Adventists  
Office of Education**

**Summative Business Manager Evaluation Form – Standards/Elements**

**General Directions:**

1. This form is to be completed by the responsible administrator as assigned.
2. Complete the form for each Business Manager for whom an evaluation report is required during this academic year.
3. Complete this form in conjunction with a conference with the Business Manager.
4. The administrator and the Business Manager must sign the form.
5. The Business Manager must be provided the opportunity to prepare his or her own statement to attach to this report.

**Directions for Completing Boxes 1-3:**

6. The written summative statements are to reference the events, issues, documents, etc., that pertain to the performance standard indicated. Do not reference events or issues not previously a part of your communication with that Business Manager. Be sure that all statements can be supported by evidence from the Business Manager's file. Use as much space as needed; as this electronic form is expandable (see direction #9).

**Directions for Completing Box 4:**

7. Outline the goals that the administrator and Business Manager have established for the time period between evaluations.

**Directions for Completing Box 5:**

8. Provide a brief summary statement of the Business Manager's major strengths and areas of concern.

**Directions for Entering Data:**

9. Type the Business Manager's name and evaluation data directly onto this electronic form. The form has been designed to expand as needed as you enter the data.
10. Once all the data has been entered, print a hard copy for signatures.
11. Submit the hard copy with signatures to the Superintendent of Education.