

Feedback for Administration

We can only get better if we have your help and your feedback. Please be honest, candid, and fair. **If there are problems, please address them. If there are compliments, please give them. If you don't speak up, you are responsible for the consequences.**

Name of Staff Member:	Evaluation Date:
-----------------------	------------------

1: Back to the drawing board 2: Needs some more effort 3: Average 4: Pretty darn good 5: Wow, you rock!

This evaluation is for your Site Director, Health Coordinator, and the Program Director.

AREAS OF OBSERVATION	RATING	COMMENTS
Leadership: does the site administration set a positive tone? Do they inspire you to become better in your position? Do they lead by example and look like they enjoy their job? Do they embrace and support the High Trails three of Kids, Communities and Nature? Do you have faith and confidence in your site leadership?	4.65	Evaluations at High Trails are a two way street; the administration watches a class and fills out a detailed evaluation form.
Management: does the site administration set clear expectations for the staff and follow through with appropriate consequences? Is the administration proactive about potential problems? Is there follow through on promises? Are they approachable? Do they actively solicit, listen, then respond to the opinions of their staff?	4.35	In return, the instructor is asked to fill out this Feedback for Administration form. Then both parties sit down and discuss both forms together.
Teaching: does the administration have a good subject knowledge of classes and programs? Are they a good resource when it come to kids, discipline, and classroom management? Are staff inservices taught with the same energy and organization that is expected of you in your classes?	4.40	These are the average scores taken from more than 120 evaluations on the 06/07 High Trails Administration written down by the Instructors.
Professionalism: Does the site administration balance fun and seriousness? Do they balance personal and professional relationships? Are they fair and just in their decisions and policies? Do they show stress in an appropriate way? Have they earned your respect?	4.61	
Overall: are policies, programs, and changes communicated to you in an efficient manner? Does the program appear organized? Do things run smoothly? Do you feel supported in the cabins and field? Does the admin actively show that they care about your happiness and well being, both as a community and as an individual?	4.41	

General Comments or Suggestions: