

**Multnomah Education  
Service District**

Code: **IMA-AR(2)**  
Revised/Reviewed: 4/26/10

**Component District Operations Review**  
Self Evaluation (OAR 581-024-0228)

School district: \_\_\_\_\_

Reviewer's name and title: \_\_\_\_\_

Date of self-review: \_\_\_\_\_

Operation being reviewed (please check one):

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Accounting                     | <input type="checkbox"/> Auditing       | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Investments                    | <input type="checkbox"/> Legal services | <input type="checkbox"/> Payroll   |
| <input type="checkbox"/> Printing                       | <input type="checkbox"/> Transportation |                                    |
| <input type="checkbox"/> Other (Please describe): _____ |   |                                    |

Briefly describe the operation being reviewed (include pertinent statistical data such as full-time equivalent assigned and a brief narrative description, automated or manual system, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective**

The objective of OAR 581-024-0228 is to assist component school districts to identify opportunities for improved efficiencies and economies. This annual self-evaluation is to be forwarded to your ESD who will in turn schedule a meeting to share these ideas with other component school districts.

**Self-Evaluation**

Please respond to each statement below using a score of 1 to 5; where "5" means the statement describes your district accurately; "1" means the statement does not fit at all.

1. Human Resources

Staff members are adequately trained to carry out their assigned responsibilities and produce quality results. \_\_\_\_\_ (1 to 5)

The quantity of staff assigned is appropriate to carry out the responsibilities of this operation. \_\_\_\_\_ (1 to 5)

2. Physical Resources

Sufficient and suitable working space, equipment and supplies are provided so that staff members can do their work efficiently and effectively.

\_\_\_\_\_ (1 to 5)

3. Productivity/Results

The results of the operations of this function are of high quality and satisfy all major requirements.

\_\_\_\_\_ (1 to 5)

4. Overall Evaluation

The operation being reviewed operates efficiently and economically. That is, it successfully accomplishes its mission while using only those human, physical and financial resources which are necessary.

\_\_\_\_\_ (1 to 5)

5. List any recent achievements in improving productivity and efficiency in this operation.

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6. Recommendations for achieving improved economies/efficiencies in this operation.

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7. Suggestions for possible cooperation with other districts or governmental agencies in this area of operation.

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