

**Willamette Education
Service District**

Code: **IMA-AR(2)**
Revised/Reviewed: 6/09/09; 6/22/10

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):

Accounting Auditing Insurance Investments Legal services Payroll

Printing Transportation 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.

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

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