

SUPERINTENDENT'S EVALUATION

The evaluation of the superintendent shall be based on the job description, district adopted evaluative criteria, and the accomplishment of annual goals and performance objectives. Use the following numerical values to rate each of the performance indicators.

Level of Performance

- (3) Satisfactory - Meets the level of performance on a performance indicator to the satisfaction of the evaluator based on gathered data.
- (2) Needs Improvement - Does not meet the level of performance on a performance indicator to the satisfaction of the evaluator based on gathered data.
- (1) Unsatisfactory - The level of performance on a performance indicator is demonstrated at a level that is not acceptable or is not demonstrated at all based on gathered data.
- (n/o) Not Observed - Not observed by the evaluator.

Defined areas of responsibility and the related performance indicators are listed below. Circle the numerical value.

1. Board Decision Making and Policy Formulation

It is the responsibility of the superintendent to provide information and recommendations to aid the board in making decisions and to recommend policies or changes in policy to the board when needed.

Performance Indicators:

- A. The superintendent keeps the board informed on all phases of the district's operation. 3 2 1 n/o
- B. The superintendent makes recommendations to the board for the improvement of instruction and general operation of the district. 3 2 1 n/o
- C. The superintendent provides the board with information in advance of meetings, prepares an agenda, and provides the board with necessary supporting materials to increase decision-making effectiveness. 3 2 1 n/o
- D. The superintendent recommends changes in board policy where needed and prepares administrative rules and regulations for review by the board. 3 2 1 n/o

Comments and Suggestions for Improvement:

2. Community and Public Relations

It is the responsibility of the superintendent to represent the school district's programs and policies to the community and to encourage community participation in the schools

Performance Indicators:

- | | | | | |
|---|---|---|---|-----|
| A. The superintendent interprets the district's educational program to the community. | 3 | 2 | 1 | n/o |
| B. The superintendent interprets district problems and concerns to the community. | 3 | 2 | 1 | n/o |
| C. The superintendent encourages community participation in school groups and school affairs. | 3 | 2 | 1 | n/o |
| D. The superintendent establishes a working relationship with the media to further the above goals. | 3 | 2 | 1 | n/o |
| E. The superintendent responds promptly to oral and written requests generated from the community. | 3 | 2 | 1 | n/o |

Comments and Suggestions for Improvement:

3. Staff Personnel Management

It is the responsibility of the superintendent to recommend the hiring of personnel, to administer all district personnel policies and procedures, and to foster good staff/administration relations.

Performance Indicators:

- | | | | | |
|--|---|---|---|-----|
| A. The superintendent recommends capable personnel for employment, assigns them to appropriate positions, and sees that they receive proper orientation. | 3 | 2 | 1 | n/o |
| B. The superintendent interprets board policy to staff and properly administers all policies and procedures. | 3 | 2 | 1 | n/o |
| C. The superintendent sees that district personnel evaluation programs are in place and evaluates staff under his/her direct supervision. | 3 | 2 | 1 | n/o |
| D. The superintendent encourages and develops a means for staff comment and input to assist in the improvement of instruction and district operation. | 3 | 2 | 1 | n/o |
| E. The superintendent works for good staff morale. | 3 | 2 | 1 | n/o |

Comments and Suggestions for Improvement:

4. Business and Fiscal Management

The superintendent is responsible for the fiscal management of the district, including budget preparation and the establishment and supervision of accounting procedures, financial reporting, and purchasing procedures.

Performance Indicators:

- | | | | | |
|---|---|---|---|-----|
| A. The superintendent prepares an annual district budget based on program priorities for adoption by the board. | 3 | 2 | 1 | n/o |
| B. The superintendent establishes efficient accounting and control procedures and arranges for the proper auditing of all accounts. | | | | |
| C. The superintendent develops a purchasing plan and supervises all business operations to assure maximum benefits from available funds. | 3 | 2 | 1 | n/o |
| D. The superintendent adheres to statutes, regulations, rules and policies pertaining to district financial matters. | 3 | 2 | 1 | n/o |
| E. The superintendent provides a monthly financial status report and an annual financial summary to the board. | 3 | 2 | 1 | n/o |
| F. The superintendent is aware of and informs the board of alternative and/or special funding sources. | 3 | 2 | 1 | n/o |
| H. The superintendent monitors student activity funds. | 3 | 2 | 1 | n/o |
| I. The superintendent reviews insurance coverage and makes recommendations to the board. | 3 | 2 | 1 | n/o |
| J. The superintendent makes long-range forecasts of district financial needs. | 3 | 2 | 1 | n/o |
| K. The superintendent effectively conveys information about the district's financial status and needs to board members and the community. | 3 | 2 | 1 | n/o |

Comments and Suggestions for Improvement:

5. Management Skills

The superintendent is expected to have management skills necessary for the efficient and effective discharge of his/her responsibilities. 3 2 1 n/o

Performance Indicators:

- | | | | | |
|--|---|---|---|-----|
| A. The superintendent makes decisions in a timely manner. | 3 | 2 | 1 | n/o |
| B. The superintendent adheres to the policies and regulations of the board. | 3 | 2 | 1 | n/o |
| C. The superintendent provides for the appropriate maintenance of all district records. | 3 | 2 | 1 | n/o |
| D. The superintendent makes effective use of district resources, supplies and equipment. | 3 | 2 | 1 | n/o |

Comments and Suggestions for Improvement:

6. Facilities Management

The superintendent is responsible for making recommendations for the best short-term and long-term use of school facilities and for the proper maintenance of the facilities.

3 2 1 n/o

Performance Indicators:

A. The superintendent plans for the best use of space for district programs.

3 2 1 n/o

B. The superintendent sees that buildings are in a safe condition.

3 2 1 n/o

C. The superintendent responds promptly to board directives regarding buildings and grounds and arranges for major and minor maintenance and improvements in a timely, efficient manner.

3 2 1 n/o

D. The superintendent assesses the operation of the physical plant and recommends improvements and possible economies to the board.

3 2 1 n/o

E. The superintendent makes recommendations to the board for long-range district facility needs.

3 2 1 n/o

Comments and Suggestions for Improvement

7. Program of Studies

The superintendent has overall responsibility for the instructional program and is expected to monitor and assess its effectiveness and make recommendations to the board for its development and improvement.

3 2 1 n/o

Performance Indicators:

A. The superintendent provides overall leadership and direction in program development.

3 2 1 n/o

B. The superintendent keeps current with trends and developments in curriculum and instruction.

3 2 1 n/o

C. The superintendent assures program continuity between elementary and middle school and between middle school and high school.

3 2 1 n/o

D. The superintendent monitors programs and provides for evaluation and review.

3 2 1 n/o

- E. The superintendent makes recommendations to the board and implements board directives relating to program development and changes. 3 2 1 n/o

Comments and Suggestions for Improvement

8. Students

- The superintendent is responsible for the welfare of the students of the district, for upholding their rights and for holding them accountable for regular attendance and appropriate conduct. 3 2 1 n/o

Performance Indicators:

- A. The superintendent is aware of discipline concerns and insures that district practices are in accord with statutes, policies, and regulations. 3 2 1 n/o
- B. The superintendent handles discipline appeals in accordance with district policy. 3 2 1 n/o
- C. The superintendent makes decisions keeping the best welfare of students in mind and demonstrates openness to student concerns and a willingness to listen. 3 2 1 n/o

Comments and Suggestions for Improvement:

9. Goals

- The superintendent is expected to administer the district in accordance with defined goals and to analyze and evaluate its operation. 3 2 1 n/o

Performance Indicators:

- A. The superintendent assesses and reports on the total operation of the district. 3 2 1 n/o
- B. The superintendent develops long-term and short-term goals and directs activities toward achieving identified goals. 3 2 1 n/o
- C. The superintendent utilizes staff in the establishment of organizational goals. 3 2 1 n/o

Comments and Suggestions for Improvement:

10. Professional Growth

The superintendent is expected to enhance his/her effectiveness through ongoing professional growth.

3 2 1 n/o

Performance Indicators:

A. The superintendent keeps current professionally through reading and participation in relevant seminars and workshops.

3 2 1 n/o

B. The superintendent is an active participant in professional organizations.

3 2 1 n/o

Comments and Suggestions for Improvement:

11. Relations with Board

The superintendent is expected to deal professionally and constructively with the board of trustees.

3 2 1 n/o

Performance Indicators:

A. The superintendent deals openly and evenhandedly with board members.

3 2 1 n/o

B. The superintendent refrains from public criticism of board members.

3 2 1 n/o

C. The superintendent works to enhance the ability of board members to work together and participates in resolving differences of opinion.

3 2 1 n/o

Comments and Suggestions for Improvement:

12. Personal Qualities

The superintendent is expected to possess certain personal qualities which the district believes are important to success.

3 2 1 n/o

Performance Indicators:

A. The superintendent possesses health adequate to meet the demands of the position.

3 2 1 n/o

B. The superintendent is suitably attired and well-groomed.

3 2 1 n/o

C. The superintendent writes and speaks clearly and effectively.

3 2 1 n/o

D. The superintendent has the ability to withstand pressure and remain poised during crises.

3 2 1 n/o

- | | | | | |
|--|---|---|---|-----|
| E. The superintendent exhibits courtesy and consideration toward others. | 3 | 2 | 1 | n/o |
| F. The superintendent is expected to be honest and forthright in dealings with others. | 3 | 2 | 1 | n/o |

Comments and Suggestions for Improvement:

Additional Evaluator Comments:

Superintendent Comments (optional):

Signature of Superintendent

Signature of Evaluator

Date: _____

Date: _____

*The evaluatee's signature does not necessarily connote agreement with the evaluation, but does acknowledge receipt of the evaluation.

Adopted on: October 19, 2009