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***Board of School Directors Evaluation of the Superintendent***

**I. Purpose of the Evaluation**

The Superintendent and the Board of School Directors recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this results with the Board in executive session. The intent of the evaluation is to:

A. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his job description.

B. Communicate those conclusions to the Superintendent providing counsel and direction to him/her.

C. Enhance the working relationship between the Board, the Superintendent.

D. Promote the professional development and growth of the Superintendent.

E. Guide decisions relative to continued employment and compensation.

**II. Procedures**

1. Time: The annual evaluation shall be conducted in time for the Board meeting in month of

August.

B. Methodology:

1. Evaluation forms shall be given to Board members in June.

2. Board members will complete the instrument as individuals.

3. The Board shall submit completed evaluations to the Board President, who in turn shall meet with the Superintendent to review such evaluations.

4. The Superintendent and the Board President will sign the modified document as an indication that the document has been reviewed. A copy will be placed in the Superintendent's personnel folder and a copy will be given to the Superintendent.

5. According to Pennsylvania code, an overall “Meeting Expectations” or “Not Meeting Expectations” is to be published on the website after the Board completes the evaluation. This will be posted on our website under “Superintendent’s Evaluation.”

***Evaluation of the Superintendent***

***Guide for Interpreting Overall Evaluation***

***INSTRUCTIONS:***

*Each Board Member is asked to rate the Superintendent. The definitions of the ratings are listed below:*

*OUTSTANDING RATING:*

The Superintendent exceeds the expectations of his job description and annual goals. This rating must be reserved for those areas where the superintendent’s performance, initiative and/or leadership are worthy of special notice. He/she must perform most aspects of his/her job in an outstanding manner.

*SATISFACTORY RATING:*

The Superintendent meets the expectations of his job description and annual goals. Most aspects of the job have been performed in a consistently satisfactory manner.

*NEEDS IMPROVEMENT RATING:*

The Superintendent can continue in his/her duties, although his/her effectiveness is below the standards expected of an individual of his/her salary grade and training. Between this review and the next review, improvement must be made.

*FAILING RATING:*

The Superintendent fails to meet the expectations of his job in a substantive manner, and/or fails to achieve the goals in a substantive manner. Immediate corrective measures are required.

***DIRECTIONS:*** *Please place the points on the line which best describe your assessment of the criteria.*

**5 Points = Outstanding / Exceeds expectations**

**3 Points = Satisfactory / Meets expectations**

**2 Point = Needs Improvement**

**0 Points = Failing / Below expectations**

\_\_\_\_\_ EDUCATIONAL & INSTRUCTIONAL LEADERSHIP

* Understands and keeps informed regarding all aspects of the instructional program.
* Leads the District’s overall improvement efforts.
* Leads the development, implementation and evaluation of the District’s Comprehensive Plan.
* Extent to which he/she continues his/her professional development by reading, conference attendance, service to professional committees and professional organizations.
* Prepares and shares useful information on the performance of the District.

\_\_\_\_\_ HUMAN RESOURCE MANAGEMENT

* Recommends for employment the best candidates; utilizes equal opportunity standards.
* Makes effective use of and develops the skills of the administrative staff.
* Supports the staff while demanding their best efforts.
* Provides for the systemic, organized evaluation of all human resources.
* Supports and develops the District personnel to maintain the District's programming.

\_\_\_\_\_ FINANCIAL STEWARDSHIP

* Provides adequate data and/or justification to support financial requests.
* Controls expenditures of district funds; commits to expenditures only after approval by the Board of School Directors.
* Preserve the approved financial limits established by the Board's adopted budget.

\_\_\_\_\_ PERSONAL QUALITIES NECESSARY FOR SUCCESS AS A SUPERINTENDENT

* Exercises good judgment
* Emotionally stabile and poised
* Maintains standards of ethics
* Open-minded, good listener
* Cooperative, dependable
* Written and spoken communication skills

\_\_\_\_\_ LEADERSHIP QUALITIES NECESSARY FOR SUCCESS AS A SUPERINTENDENT

* Vision, foresighted
* Informed, prepared
* Critical thinking, problem analysis and problem solving
* Creativity and innovation
* Timeliness, punctuality, efficiency
* Decisiveness, responsiveness
* Approachable, accessible, visible

***Other qualities and factors to be assessed***

A. Level of support and respect from the school community

\_\_\_\_(3) Outstanding / Exceeds Expectations

\_\_\_\_(2) Satisfactory / Meets Expectations

\_\_\_\_(1) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

B. Preserves / Enhances the District’s relationship with the print and visual media

\_\_\_\_(3) Outstanding / Exceeds Expectations

\_\_\_\_(2) Satisfactory / Meets Expectations

\_\_\_\_(1) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

C. Involvement / Visibility in the local community

\_\_\_\_(3) Outstanding / Exceeds Expectations

\_\_\_\_(2) Satisfactory / Meets Expectations

\_\_\_\_(1) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

D. Preserves / Enhances the District’s relationship with the IU, other districts, police and municipal government

\_\_\_\_(3) Outstanding / Exceeds Expectations

\_\_\_\_(2) Satisfactory / Meets Expectations

\_\_\_\_(1) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

E. Usefulness and timeliness of reports, presentations, recommendations and communications

with the Board.

\_\_\_\_(3) Outstanding / Exceeds Expectations

\_\_\_\_(2) Satisfactory / Meets Expectations

\_\_\_\_(1) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

***Degree to which Superintendent has attained annual goals. (See written summary under separate cover.)***

\_\_\_\_(10) Outstanding / Exceeds Expectations

\_\_\_\_(8) Satisfactory / Meets Expectations

\_\_\_\_(6) Needs Improvement

\_\_\_\_(0) Failing / Below expectations

**\_\_\_\_\_\_\_\_\_\_ SUM OF THE ELEVEN INDIVIDUAL RATINGS**

**PERFORMANCE RANGES: ASSOCIATED SALARY INCREASES:**

Outstanding 50-40 4.0%

Satisfactory 39-30 3.0%

Needs Improvement 29-20 none

Failing 20-0 none

REVIEWER NOTES and COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUGGESTIONS / OPPORTUNITIES FOR THE SUPERINTENDENT’S GOALS FOR NEXT YEAR:

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***Evaluated by:***

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*Sign Name Date*