

**POST FALLS SCHOOL DISTRICT NO. 273
 EVALUATION OF THE SUPERINTENDENT**

NAME: _____ DATE: _____

Performance Scale (Enter a check in the appropriate numbered space provided)

1. Performance is unsatisfactory
2. Performance needs improvement
3. Performance is satisfactory
4. Performance is good
5. Performance is excellent

1. Goal Setting and Achievement	1	2	3	4	5	Board Average

- 1.1 Assists the Board in the formation of district operational priorities and goals for the coming year.
- 1.2 Prepares and submits interim reports to the Board on goal achievements and progress.
- 1.3 Prepares and submits end of the year reports on progress in achievement of goals.
- 1.4 Develops and strives to achieve superintendent goals that include or reflect the Board/District goals.

Other/Comments:

2. Board Relations	1	2	3	4	5	Board Average

- 2.1 Keeps the Board informed on issues, needs and operation of the school system.
- 2.2 Develops and provides professional recommendations to the Board in a timely manner on items requiring Board action, based on thorough study and analysis.
- 2.3 Recommends policies or policy revisions consistent with the Board intentions.
- 2.4 Interprets, administers and supports the intent of Board policy.
- 2.5 Seeks and accepts constructive criticism of performance.
- 2.6 Promotes a harmonious impartial working relationship with the Board.
- 2.7 Accepts responsibility for maintaining liaison between the Board and personnel, working toward a mutual understanding and respect between the staff and the Board.

Other/Comments:

3.0 Staff and Personnel Relations	1	2	3	4	5	Board Average

- 3.1 Develops good staff morale and loyalty to the organization.
- 3.2 Treats all personnel fairly, without favoritism or discrimination, while insisting on a high level of performance of duties.
- 3.3 Delegates authority to staff members appropriate to the position each holds.
- 3.4 Encourages participation of appropriate staff members and groups in program planning and development, as well as resolution of issues and problems.

Other/Comments:

4.0 Student Relations	1	2	3	4	5	Board Average

- 4.1 Strives to provide equal educational opportunities for all students in an atmosphere which values their diversity.
- 4.2 Establishes appropriate standards for student conduct and implements corrective action when necessary.
- 4.3 Provides opportunities for students to meet and discuss the operation of the District.

Other/Comments:

5.0 Community Relations	1	2	3	4	5	Board Average

- 5.1 Gains respect and support of the community on the conduct of the school operation.
- 5.2 Provides the community with various opportunities to meet with the superintendent and discuss problems and opinions on the operation of the District.
- 5.3 Develops friendly and cooperative relationships with news media.
- 5.4 Participates actively in community life and affairs.

Other/Comments:

6.0 Educational Leadership	1	2	3	4	5	Board Average

- 6.1 Keeps current with trends and developments in curriculum and instruction.
- 6.2 Understands and keeps informed regarding all aspects of the instructional program.
- 6.3 Implements the District's philosophy of education.
- 6.4 Promotes the involvement of staff and community in studying and developing curriculum improvements.
- 6.5 Bases instructional program decisions and recommendations on the best interest and needs of students.
- 6.6 Provides democratic procedures in curriculum work, utilizing the abilities and talents of the professional staff and people in the community.
- 6.7 Evaluates instructional program in terms of student growth and achievement (student outcomes).
- 6.8 Inspires others to highest professional standards.

Other/Comments:

7.0 Business and Finance	1	2	3	4	5	Board Average

- 7.1 Keeps informed on needs of the school program — plant, facilities, equipment and supplies.
- 7.2 Supervises operations, insisting on competent and efficient performance.
- 7.3 Monitors the wise expenditure of all funds with adequate control and accounting procedures. Reports regularly to the Board.
- 7.4 Evaluates and forecasts financial needs and makes recommendations for adequate financing.

- 7.5 Recommends budgets within projected revenue that reflect the needs of students and represent the desires of the Board, community and staff.

Other/Comment:

8.0 Administration and Management	1	2	3	4	5	Board Average

- 8.1 Develops the planning and process that will provide and maintain the necessary equipment, materials, facilities and grounds to assure a safe and effective environment for students and staff.
- 8.2 Maintains operating procedures which reduce exposure to liable actions by citizens, staff and students.
- 8.3 Adequately informs the Board of financial or management implications involved in collective bargaining/negotiation with District employees.
- 8.4 Maintains an appropriate balance of management team involvement in the management and operation of the District as well as recommendations to the Board of Trustees.

Other/Comments:

9.0 Staff Selection, Development and Evaluation	1	2	3	4	5	Board Average

- 9.1 Develops and executes sound personnel procedures and practices that recruit and assign the best available personnel in terms of their competencies for the job.
- 9.2 Maintains strong affirmative action practices.
- 9.3 Provides leadership for an effective program of staff evaluation.
- 9.4 Advocates and practices effective evaluation of staff performance, recognizing and giving commendation for good work as well as providing constructive suggestions for improvement of job performance.
- 9.5 Promotes the professional development of staff and improvement of job performance.

Other/Comments:

10.0 Communication Skills	1	2	3	4	5	Board Average

- 10.1 Maintains an effective public information system.
- 10.2 Maintains an effective employee information system.
- 10.3 Uses language effectively when working with staff members, the Board and the public.
- 10.4 Writes clearly and concisely.
- 10.5 Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.

Other/Comments:

11.0 Personal and Professional Qualities	1	2	3	4	5	Board Average

- 11.1 Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- 11.2 Devotes time and energy effectively to the job.
- 11.3 Demonstrates ability to work well with individuals and groups.
- 11.4 Exercises good judgment and democratic processes in arriving at decisions.

- 11.5 Possesses and maintains the health and energy necessary to meet the responsibilities of the position.
- 11.6 Maintains poise and emotional stability in the full range of professional activities.
- 11.7 Is suitably attired and well groomed.
- 11.8 Reacts well when faced with an unexpected or disturbing turn of events.
- 11.9 Maintains professional development through reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other school personnel.

Other/Comments:

12.0 Effort Toward Improvement	1	2	3	4	5	Board Average

Other/Comments:

Overall Rating	1	2	3	4	5	Board Average

Areas of Strength:

Achievements:

Areas in Need of Improvement:

Check one:

Student Achievement Proficiency: _____met _____not met

Parent Input: _____Survey Monkey _____Other

Superintendent of Schools

Board of Trustees

Date _____

Date: _____

Adopted: 12/12/94

Amended: 11/12/12

Reviewed: 2007, 2021