

SUPERINTENDENT EVALUATION

Superintendent: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

PURPOSE: This evaluation is being conducted to provide the Superintendent with the School Board’s assessment of their strengths and weaknesses relative to performance as the Superintendent of this School District. It is the intent that this instrument will serve to provide the Superintendent with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/ Superintendent working relationship and the achievement of their mutual goal: To make the School District the most effective it can be.

PROCESS: Each Board Member shall complete this evaluation form individually, and each form shall be signed and dated. A designee of the Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Superintendent at the earliest possible time after completion, and executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Superintendent and the Board Chair, shall be placed in the personnel file of the Superintendent. All other existing composites shall be destroyed by the Board Chairperson.

KEY TO THE RATING SCALE: (5 is the highest rating; 1 is the lowest rating)

- (NK) No knowledge, unable to evaluate.
• (5) Performance exceeds job requirements.
• (4) Performance is above average.
• (3) Performance is satisfactory.
• (2) Action should be taken to improve performance.
• (1) Performance does not meet job requirements.

I. RELATIONSHIP WITH THE BOARD:

Table with 6 rows (A-F) and 6 columns (NK, 5, 4, 3, 2, 1) for rating criteria related to board relationship.

Comments :

**II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):**

A.	Understands and complies with District policies and goals.	NK	5	4	3	2	1
B.	Prepares all necessary reports and keeps accurate records.	NK	5	4	3	2	1
C.	Demonstrates a thorough knowledge and understanding of the education field.	NK	5	4	3	2	1
D.	Expresses ideas clearly and fluently, both verbally and in writing.	NK	5	4	3	2	1
E.	Prepares a balanced budget which is realistic and in good format.	NK	5	4	3	2	1
F.	Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year's end.	NK	5	4	3	2	1

Comments:

**III. RELATIONSHIP WITH STAFF:**

A.	Hires and retains competent staff to ensure the best service to students.	NK	5	4	3	2	1
B.	Encourages and facilitates staff development.	NK	5	4	3	2	1
C.	Understands the work of the staff and the problems that arise.	NK	5	4	3	2	1
D.	Encourages staff initiative and participation in planning and decision-making.	NK	5	4	3	2	1
E.	Delegates appropriate tasks to capable personnel.	NK	5	4	3	2	1
F.	Maintains open, concerned, and congenial relations with staff.	NK	5	4	3	2	1
G.	Assesses the performance of employees fairly and reasonably.	NK	5	4	3	2	1

Comments:

**IV. PUBLIC RELATIONS:**

- |    |  |    |   |   |   |   |   |
|----|--|----|---|---|---|---|---|
| A. | Effectively represents the District to other organizations and the public in a positive and professional manner. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Participates with statewide districts and in statewide activities.   | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

**V. PROFESSIONAL AND PERSONAL ATTRIBUTES:**

- |    |   |    |   |   |   |   |   |
|----|---|----|---|---|---|---|---|
| A. | Participates in professional activities and associations.   | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Tries to improve competencies in his professional field.  | NK | 5 | 4 | 3 | 2 | 1 |
| C. | Projects a professional demeanor.   | NK | 5 | 4 | 3 | 2 | 1 |
| D. | Is willing to spend whatever time necessary to meet the responsibilities of the position of Superintendent. | NK | 5 | 4 | 3 | 2 | 1 |
| E. | Performs adequately in stressful situations, retaining objectivity and self-control.                        | NK | 5 | 4 | 3 | 2 | 1 |
| F. | Displays a positive attitude towards his responsibilities.  | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

**VI. GENERAL QUESTIONS:**

- A. What impressed you the most about the Superintendent's performance this past year?
- B. In what areas has the Superintendent shown exceptional improvement?
- C. What specific recommendations do you have for the Superintendent to improve performance?
- D. Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date