

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 6120 P-1

SUPERINTENDENT EVALUATIVE CRITERIA AND EVALUATION FORM

A superintendent performs nine major tasks:

- A. Serves as Chief Executive Officer of School Board
- B. Oversees Curriculum Activities
- C. Oversees Community /Staff Relations Activities
- D. Oversees Financial Management
- E. Oversees Personnel Management
- F. Oversees Pupil Personnel Services
- G. Oversees Facility Management
- H. Oversees Supportive Services
- I. Continues Professional Preparation and Scholarship

The rating scale is based on the reasonable expectations of a board of education and consists of four options:

- 1 - Below Expectations
- 2 - Meets Expectations
- 3 - Above Expectations
- 4 - Exemplary

Adopted 05-26-93
Revised 04-13-95

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A. SERVES AS CHIEF EXECUTIVE OFFICER OF SCHOOL BOARD	RATING	COMMENTS
1 Plans for and conducts effective board meetings	1 2 3 4	
2 Provides useful and timely board background information	1 2 3 4	
3 Makes appropriate recommendations	1 2 3 4	
4 Follows-up on board inquiries	1 2 3 4	
5 Implements board action promptly	1 2 3 4	
6 Keeps board informed of state and federal laws and regulations pertaining to education	1 2 3 4	
7 Recommends actions and alternatives to the board	1 2 3 4	
8 Develops and implements new policies as needed	1 2 3 4	
9 Provides information/reports on current trends and developments in education	1 2 3 4	
10 Demonstrates clear evidence of forward planning	1 2 3 4	

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B. OVERSEES CURRICULUM ACTIVITIES	RATING	COMMENTS
1 Maintains an appropriate curriculum based on clearly stated objectives and ensures improvements are made in an effective manner as changing needs require	1 2 3 4	
2 Oversees planning and evaluation of curriculum and instruction	1 2 3 4	
3 Works with others in the development and articulation of goals both at the district and building levels	1 2 3 4	
4 Is able to articulate school district vision/mission to school personnel and public	1 2 3 4	
5 Participates in professional activities to enhance knowledge and skills	1 2 3 4	
6 Makes decisions in an informed and timely manner	1 2 3 4	
7 Implements and maintains an effective testing program including objectives referenced and achievement tests	1 2 3 4	
8 Seeks federal and special programs which will contribute to more effectively meeting the needs of all students, including the educationally disadvantaged, the gifted, and those having other special needs	1 2 3 4	

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C. COMMUNITY/STAFF RELATIONS ACTIVITIES	RATING	COMMENTS
1 Represents schools to the public, including maintaining memberships in appropriate service organizations such as Rotary and the Chamber of Commerce	1 2 3 4	
2 Represents the district to other institutions and organizations	1 2 3 4	
3 Maintains an effective and quality public information program on district needs and successes	1 2 3 4	
4 Works effectively with committees	1 2 3 4	
5 Secures community and staff involvement, when appropriate, in the establishment and implementation of district objectives and programs	1 2 3 4	

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D. OVERSEES FINANCIAL MANAGEMENT	RATING	COMMENTS
1 Assumes responsibility for overall financial planning for the district	1 2 3 4	
2 Ensures development of a realistic annual budget in terms of educational needs and financial constraints	1 2 3 4	
3 Ensures timely, understandable, and complete reports are provided to the board	1 2 3 4	
4 Ensures that the district's fixed assets are reasonably protected and accounted for	1 2 3 4	

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E. OVERSEES PERSONNEL MANAGEMENT	RATING	COMMENTS
1 Ensures personnel selection processes are of the highest caliber	1 2 3 4	
2 When appropriate, involves staff and parents in the hiring of personnel	1 2 3 4	
3 Oversees a recruitment plan that assures the district of quality/quantity applicant flow	1 2 3 4	
4 Assigns and transfers staff consistent with district needs	1 2 3 4	
5 Ensures compliance with Affirmative Action Plan and Title IX Regulations	1 2 3 4	
6 Ensures appropriate staff training programs for all personnel	1 2 3 4	
7 Provides for appropriate evaluation of staff	1 2 3 4	
8 Oversees the administration of personnel policies and programs	1 2 3 4	
9 Ensures that classified job descriptions meet the present and future needs of the district	1 2 3 4	
10 Supervises and evaluates assistants/principals	1 2 3 4	
11 Oversees and advises board on collective bargaining with employee groups	1 2 3 4	
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F. OVERSEES PUPIL PERSONNEL SERVICES	RATING	COMMENTS
1 Ensures an efficient and effective student transportation system	1 2 3 4	
2 Ensures that appropriate policies and procedures on student rights and responsibilities and "corrective action" are in place	1 2 3 4	
3 Ensures that schools appropriately report pupil progress to parents	1 2 3 4	
4 Maintains programs for the health and safety of pupils	1 2 3 4	

G. OVERSEES FACILITIES MANAGEMENT	RATING	COMMENTS
1 Prepares long- and short-range plans for facilities and sites	1 2 3 4	
2 Ensures the maintenance of school property and grounds	1 2 3 4	
3 Maintains policies and procedures which encourage use of facilities by the community	1 2 3 4	
4 Monitors and reports to the board on a regular basis any construction, renovations, or modernization of buildings/ grounds	1 2 3 4	

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H. OVERSEES SUPPORT SERVICES	RATING	COMMENTS						
1 Ensures the maintenance of an effective pupil transportation system	1 2 3 4							
2 Ensures maintenance of an effective food service program consistent with state and federal regulations	1 2 3 4							
3 Ensures secretarial and clerical personnel have current equipment and use procedures that support the educational program	1 2 3 4							
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