

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
1. Relationship with the Board

To what degree is each of the following met?		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Keeps the Board informed on issues, needs and operation of the school district	☐	☐	☐	☐	☐
2	Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis	☐	☐	☐	☐	☐
3	Interprets and executes the intent of board policy	☐	☐	☐	☐	☐
4	Seeks and accepts constructive criticism of his/her work	☐	☐	☐	☐	☐
5	Supports board policy and actions to the public and staff	☐	☐	☐	☐	☐
6	Has a harmonious working relationship with the Board	☐	☐	☐	☐	☐
7	Understands his/her role in administration of board policy, makes recommendations for employment or promotion of personnel supporting data; and accepts responsibility for his recommendations	☐	☐	☐	☐	☐
8	Receives recommendations for personnel from board members with an open mind	☐	☐	☐	☐	☐
9	Accepts responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and Board, and the Board and the staff	☐	☐	☐	☐	☐
10	Remains impartial toward the Board treating all members alike	☐	☐	☐	☐	☐
11	Refrains from criticism of individual or group members of the Board	☐	☐	☐	☐	☐
12	Relates to the Board an atmosphere of trust and understanding	☐	☐	☐	☐	☐

Total Score divided by Number Categories = Average Score _____

Comments:

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
2. Educational Leadership Skills

To what degree is each of the following met?		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Understands and keeps informed regarding all aspects of the instructional program.	☐	☐	☐	☐	☐
2	Implements the District's philosophy of education and UASD's Strategic Plan	☐	☐	☐	☐	☐
3	Keeps current with research-based trends, and curriculum and instruction at local, state and national levels	☐	☐	☐	☐	☐
4	Initiates innovative programs, modifies existing ones, and discontinues others	☐	☐	☐	☐	☐
5	Plans and directs in-service and staff development for administrative staff, professional staff and for Board of Directors	☐	☐	☐	☐	☐
6	Assesses effectiveness of instructional programs	☐	☐	☐	☐	☐
7	Participates with staff, Board, and community in studying and developing curriculum improvement and educational objectives	☐	☐	☐	☐	☐
8	Organizes a planned program of staff evaluation and improvement	☐	☐	☐	☐	☐
9	Provides democratic procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people of the community	☐	☐	☐	☐	☐
10	Inspires others to highest professional standards	☐	☐	☐	☐	☐
11	Organizes the administrators into an effective leadership team	☐	☐	☐	☐	☐
12	Performs appropriate responsibilities as outlined in the board policy manual	☐	☐	☐	☐	☐

Total Score divided by Number Categories = Average Score _____

Comments:

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
3. Management Skills

To what degree is each of the following met?		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Performs job functions in a planned and organized manner	☐	☐	☐	☐	☐
2	Effectively implements and supports policies and regulations to the public and the staff	☐	☐	☐	☐	☐
3	Delegates authority to capable personnel when feasible and properly services their performances	☐	☐	☐	☐	☐
4	Exercises good judgment and decisive leadership in both normal and crisis situations	☐	☐	☐	☐	☐
5	Keeps informed on needs of the school program, plant, facilities, equipment and supplies	☐	☐	☐	☐	☐
6	Supervises district operations, insisting on competent and efficient performance	☐	☐	☐	☐	☐
7	Effectively prepares and controls budgets and funds for areas of responsibility with business office	☐	☐	☐	☐	☐
8	Determines that funds are spent wisely and adequate control and accounting procedures are maintained	☐	☐	☐	☐	☐
9	Evaluates financial needs and makes recommendations for adequate financing	☐	☐	☐	☐	☐
10	Devotes adequate time and energy to discharge his/her official duties effectively	☐	☐	☐	☐	☐
11	Attends and participates in school-sponsored and school-related activities	☐	☐	☐	☐	☐
12	Uses written and oral language skills correctly and effectively in all communications	☐	☐	☐	☐	☐
13	Interprets and executes the intent of board policy	☐	☐	☐	☐	☐

Total Score divided by Number Categories = Average Score _____

Comments:

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
4. Professional Relationships

To what degree is each of the following met?		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Gains respect and support of the community on the conduct of the school operation	☐	☐	☐	☐	☐
2	Solicits and gives attention to problems and opinions of all groups and individuals	☐	☐	☐	☐	☐
3	Develops cooperative relationships with the media	☐	☐	☐	☐	☐
4	Achieves status as a community leader in public education	☐	☐	☐	☐	☐
5	Develops and executes sound personnel procedures and practices	☐	☐	☐	☐	☐
6	Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties	☐	☐	☐	☐	☐
7	Recruits and assigns the best available personnel in terms of their competencies	☐	☐	☐	☐	☐
8	Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation	☐	☐	☐	☐	☐
9	Evaluates performance of staff members, giving commendation for good work as well as constructive recommendations for improvement	☐	☐	☐	☐	☐
10	Takes an active role in development of salary schedules for all personnel, and recommends to the Board the levels which, within budgetary limitations will best serve the interests of the district	☐	☐	☐	☐	☐
11	At the direction of the Board, meets and confers with leaders of the teachers' association representing to the best of his/her ability and understanding the interest and will of the Board	☐	☐	☐	☐	☐
12	Encourages effective two-way communications and staff participation in planning, procedure making, policy interpretation and decision making	☐	☐	☐	☐	☐

Total Score divided by Number Categories = Average Score _____

Comments:

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
5. Personal Characteristics

To what degree is each of the following met?		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Defends principle and conviction in the face of pressure and partisan influence	☐	☐	☐	☐	☐
2	Maintains high standards of ethics, honesty and integrity in all personal and professional matters	☐	☐	☐	☐	☐
3	Earns respect and standing among his/her professional colleagues	☐	☐	☐	☐	☐
4	Demonstrates his/her ability to work well with individuals and groups	☐	☐	☐	☐	☐
5	Exercises good judgment and democratic processes in arriving at decisions	☐	☐	☐	☐	☐
6	Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position	☐	☐	☐	☐	☐
7	Maintains poise and emotional stability in the full range of his/her professional activities	☐	☐	☐	☐	☐
8	Is suitably attired and well-groomed	☐	☐	☐	☐	☐
9	Uses language effectively in dealing with staff members, the Board and the public	☐	☐	☐	☐	☐
10	Writes clearly and concisely	☐	☐	☐	☐	☐
11	Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents and assistant superintendents	☐	☐	☐	☐	☐
12	Demonstrates loyalty to the organization	☐	☐	☐	☐	☐
13	Speaks well and effectively before groups of all sizes	☐	☐	☐	☐	☐
14	Handles a variety of complex issues at one time	☐	☐	☐	☐	☐
Total Score divided by Number Categories = Average Score _____ Comments:						

UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT'S PERFORMANCE EVALUATION FORM
6. Superintendent's Individual Professional Development Plan

Goals		0 Unsat.	1 Needs Improv.	2-3 Meets Expect.	4 Exceeds Expect.	N/A
1	Develops goals/objects	☐	☐	☐	☐	☐
2	Completes activities needed to meet goals and objectives	☐	☐	☐	☐	☐
3	Demonstrates quality in completion of goals and objectives	☐	☐	☐	☐	☐
4	Maintains quality of documentation	☐	☐	☐	☐	☐

Total Score divided by Number Categories = Average Score _____

Comments:

SUPERINTENDENT'S EVALUATION SUMMARY WORKSHEET

1 Relationship With the Board	Comments: Average Score: _____
2 Educational Leadership Skills	Comments: Average Score: _____
3 Educational Management Skills	Comments: Average Score: _____
4 Professional Relationships	Comments: Average Score: _____
5 Personal Characteristics	Comments: Average Score: _____
6 Individual Professional Development Plan (IPDP) Goals/Objectives	Comments: Average Score: _____

Rating

0 - .8	Unsatisfactory	
0.9 – 1.6	Needs Improvement	
1.7 0 2.4	Minimally Meets Expectations	
2.5 – 2.3	Meets Expectations	
Over 3.2	Exceeds Expectations	