

PERFORMANCE EVALUATION FORM

SUPERINTENDENT

Name: _____

Date: _____

Appraisal Period: From: _____ To: _____

Evaluator: _____

For each area below check the appropriate blank according to the following scale:

1 = Unacceptable // 5 = Outstanding

Performance Area		1	2	3	4	5
Relationships and Governance						
1	Relations with the School Board					
2	Relations with the Public					
3	Governance and Policy Matters					
Academic Achievement						
4	Management of Curriculum & Instruction					
5	Professional and Personal Development					
Planning and Operations						
6	Short Range Planning					
7	Long Range Planning					
8	Business & Fiscal Management					
9	Management of Physical Facilities and Transportation					
Personnel Management						
10	Staff & Personnel Management					
11	Administrative Team Management					
12	Student Personnel Management					

Commendations:

1.

Recommendations:

1.

I have received the above report:

Signature

Date

Signature

Date

SUPERINTENDENT'S EVALUATION

The primary role of the Superintendent is to serve as the Chief Executive Officer and primary advisor of the Board of Education. It is the Superintendent's responsibility to oversee the development of the educational program and all other activities which impact on that program. The complexities of the position impact on many specific behaviors, actions, or skills. Generally, the Superintendent's position requires attention to the following categories.

Relationships and Governance

1. Relations with the School Board

Included in this area are items such as:

- a. Attends all Board meetings
- b. Prepares detailed agendas
- c. Keeps the Board well informed
- d. Follows up on Board requests and directions

2. Relations with the Public

Included in this area are items such as:

- a. Represents the District before the public
- b. Represents the District to other educational institutions in the area and in the state
- c. Maintains an effective public relations program so that the public is informed of District activities, successes, and needs

3. Governance and Policy Matters

Included in this area are items such as:

- a. Ensures required state and federal reports are submitted
- b. Ensures required state and federal audits are conducted
- c. Implements Board policy
- d. Recommends new policies for Board consideration
- e. Brings to Board attention outdated policies for review and updating

Academic Achievement

4. Management of Curriculum and Instruction

Included in this area are items such as:

- a. Develops and follows a Long Range Plan
- b. Constantly evaluates curriculum for compliance with district, state, and federal standards and monitors student progress
- c. Recommends to the Board program modifications according to District policy

5. Professional and Personal Development

Included in this area are items such as:

- a. Continues to increase knowledge through workshops and classes at colleges and universities
- b. Attends local, state, and national meetings related to the position and District needs
- c. Maintains active membership and participation in professional organizations
- d. Keeps abreast of current education events and theories

Planning and Operations

6. Short Range Planning:

Included in this area are items such as:

- a. Seeks Board involvement and approval for goals on a yearly basis for the District
- b. Seeks to improve the quality of education through the use of Short Range Goals

7. Long Range Planning

Included in this area are items such as:

- a. Involves staff, parents, business community, general population, administration, and Board in developing Long Range Plans
- b. Seeks to improve the quality of education through the use of Long Range Goals
- c. Keeps the Board informed of progress in meeting Long Range Goals

8. Business and Fiscal Management

Included in this area are items such as:

- a. Prepares a yearly budget for Board approval
- b. Maintains a balance between need and available resources
- c. Keeps the Board advised of financial conditions
- d. Maintains sound financial procedures enabling the District to operate in a positive financial position

9. Management of Physical Facilities and Transportation:

Included in this area are items such as:

- a. Supervises the maintenance of existing facilities so they are clean, comfortable, and in good repair
- b. Recommends major repairs for Board consideration
- c. Makes sure the facilities look appealing to the public
- d. Supervises the transportation needs of the district to ensure student safety while maximizing efficiency

Personnel Management

10. Staff and Personnel Management:

Included in this area are items such as:

- a. Supervises an evaluation system for all employees
- b. Evaluates direct reports at least once yearly
- c. Directs management personnel in setting goals for each person
- d. Provides growth opportunity for staff members through in-service programs
- e. Solves staff problems before they become matters for Board consideration
- f. Recommends qualified individuals to the Board for employment

11. Administrative Team Management

Included in this area are items such as:

- a. Performs evaluations for all management personnel
- b. Keeps Board informed of quality of management personnel
- c. Provides growth opportunities to management personnel
- d. Directs management personnel in setting goals for each person

12. Student Personnel Management:

Included in this area are items such as:

- a. Seeks to maintain excellent student behavior
- b. Makes decision to accept or deny a transfer of incoming and outgoing students
- c. Brings to Board attention student matters that require policy decisions