

GSBA Superintendent Evaluation Instrument

7/1/2023 - 6/30/2024

- **Goals:** Goals are governance areas of responsibilities, broad in scope but narrow enough to be defined and addresses the operational functions and the effectiveness of the school system.
- **Indicators:** Indicators are action items that describe what is expected to be accomplished within each goal area. One or multiple indicators may be necessary to accomplish the goal.
- **Evidence:** Evidence is a listing of performance measures and/or data documents that will define the progress made on accomplishing the identified indicator.
- **Rating Scale:** The governance team should choose the method of rating for each goal area whether a numeric scale, progress scale, and/or written comments only. The final superintendent evaluation report usually is completed on the goal area. However, the governance team may elect to rate each indicator and make a summary rating for the final evaluation report. This example provides a rating scale on each Goal area instead of a rating scale for each indicator.
- **Comment Section:** The instrument is designed to capture each board member's comments by goal areas when individual board members complete the evaluation process. For the final official evaluation report to the superintendent, the board, by consensus, may elect to provide an overall comment summary to be included vs. the individual board member comments.

IMPORTANT: Regardless, the governance team should define and mutually agree at the beginning of the evaluation period the key components of the evaluation instrument, the process and timelines of conducting the evaluation throughout the school year, and especially,

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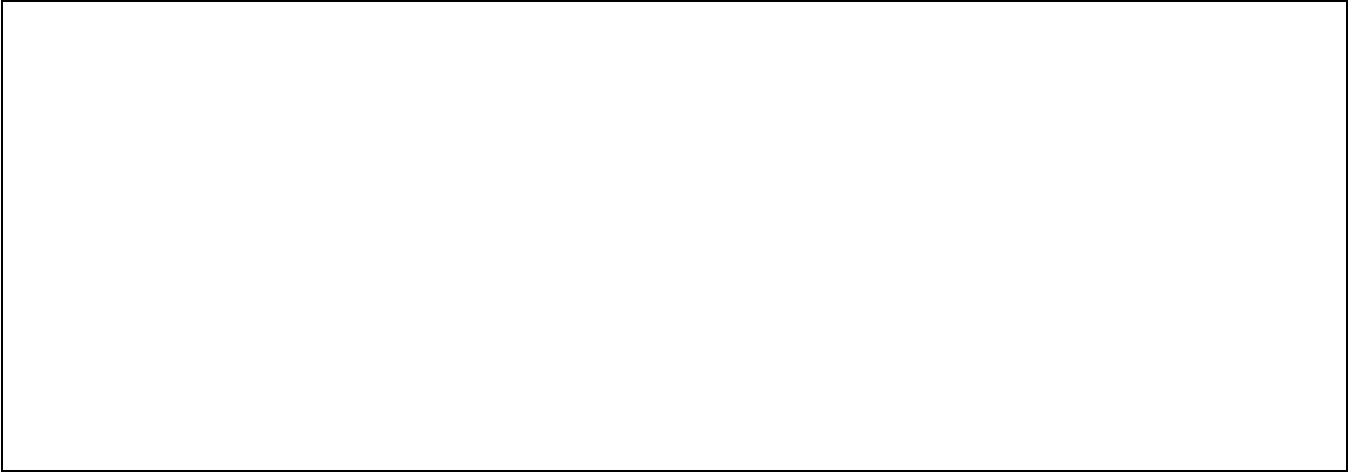
Goal I. Continuous Improvement in Student Achievement

Description

The superintendent serving as the primary instructional leader will organize and provide leadership to ensure continuous improvement in student achievement for all students.

Indicator(s)
<p>I. Increase the percentage of students that meet or exceed state standards in ELA and math as measured by the Georgia Milestones EOG and EOC assessments.</p> <p>Evidence</p> <ol style="list-style-type: none">1. EOG and EOC Milestones score reports compared to previous years, RESA and state results.2. Administer formative assessments and analyze student data to identify student learning needs.3. Support school leaders and teachers with resources needed to increase rigor, analyze data, and differentiate instruction.4. Support the need to utilize extended learning time during the school day.
<p>II. Implement the Georgia Early Literacy Requirements.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Utilize the MAP Reading Fluency assessment, evaluate instructional materials, and analyze data to develop action plans.2. Support teachers with training and resources for, screening students, analyzing data, and implementing an effective reading program.3. Teachers and leaders will complete the Georgia Literacy Academy Training on the science of reading.
<p>III. Plan, implement, support, and assess instructional programs that enhance teaching and student achievement on the state curriculum standards.</p> <p>Evidence</p> <ol style="list-style-type: none">1. School Improvement Plans, that are developed, monitored, and evaluated throughout the year.2. Review analysis to measure program effectiveness.3. Annual presentation by principals to the Board of Education sharing progress/results of the School Improvement Plan.4. School Improvement Teams that develop, monitor, and evaluate the school improvement plan.

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Indicator(s)

IV. Prioritize focus on student safety and the mental and emotional well-being of students and staff.

Evidence

1. Conduct Intruder Drill by October 1st.
2. Implement procedures and protocols to provide a more effective Emergency Alert System.
3. Update Emergency Preparedness Plans.
4. Increase safety measures through an access control system and upgraded cameras.
5. Provide school safety trainings to staff.

Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

Comments

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Goal II. Recruiting and Retaining High-Quality Personnel

Description

Acting as chief executive officer and general supervisor of district employees, the superintendent will implement a personnel program to effectively recruit, select, induct, support and retain highly qualified staff to carry out the district vision and mission.

Indicator(s)	
I.	<p>Recommend personnel actions taken by the board including the employment, assignment and dismissal of personnel in accordance with local board policy and state laws.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Review of superintendent recommendations made to the board on personnel matters and recorded in the minutes of the board meetings.
II.	<p>Utilize an approved equitable personnel evaluation system that identifies the strengths and performance improvements needed for all employees.</p> <p>Evidence</p> <ol style="list-style-type: none">1. A systematic employee performance evaluation system for all personnel is developed and professionally implemented.2. Staff development for all system personnel, consistent with performance evaluation results and instructional improvement plans, are planned and implemented with available resources.3. Evidence is provided to the board that personnel evaluation records are maintained in accordance with local board policy and state laws.

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Goal III. Board Governance and Policy

Description

Acting under the board's delegated authority, either personally or by assuring their administration through delegated staff, the superintendent administers and evaluates the district's adopted programs and operations.

Indicator(s)	
I.	<p>Functioning in the role of board secretary and fulfilling administrative operational requirements as specified in constitution, state laws, state board rules and local board policy.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Review of superintendent reports to the board.2. Review of board meeting minutes and recommendations made by the superintendent.3. Compliance with accreditation agencies.4. Compliance with State Board of Education rules and program requirements.
II.	<p>Recommending, implementing, and communicating adopted local board policies, procedures, and administrative regulations that define the organizational governance of the school district.</p> <p>Evidence</p> <ol style="list-style-type: none">1. The local board policies are updated and current with federal/state laws, state board rules and local program/operational decisions.2. Superintendent policy recommendations are consistent with the local board policy on policy development.

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Goal IV. Strategic Planning and District Assessment

Description

The superintendent will provide recommendations to the board reflecting collaboration with the community and staff that results in defining the system's beliefs, vision, mission, strategic goals, performance objectives, performance measures and targets for improving student achievement and organizational effectiveness in a formally adopted system strategic plan.

Indicator(s)
<p>I. Provide leadership to the strategic planning process and recommend board action to adopt a district strategic plan.</p> <p>Evidence</p> <ol style="list-style-type: none">1. A district strategic plan is developed and recommended for board action.2. Review of the board agenda item and meeting minutes recommending the adoption of the district strategic plan.3. Data analysis and balanced scorecard.
<p>II. Effectively employ various assessment processes for gathering, analyzing and using data for decision making by the governance team.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Program and operational audits, data reports and recommendations to the board, which resulted in continuous improvements in the strategic plan goals and system organizational effectiveness, are documented by the superintendent.

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Goal V. Efficient/Effective Program Management

Description

The superintendent will recommend, implement and monitor a fiscal year budget that adheres to State law provisions, local board policies and that is consistent with state approved accounting principles.

Indicator(s)	
I.	<p>Administer the approved budget within board established policies, including but not limited to: balanced budget requirements, spending level authorizations and permissions, deficit spending restrictions, establishment of special funds, and reserve requirements and recommend budget amendments when necessary.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Monthly, the Board will review financial budget reports which show funds in support of district objectives.2. The superintendent responds to all fiscal and program audits and provides reports to the board.3. Fiscal year budget amendment recommendations are recorded in board meeting minutes.4. The superintendent is in compliance with the local board budgetary policies and the policies are updated to be in compliance with state board rules and state laws.

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Goal VI. Climate, Culture, and Stakeholder Engagement

Description

The superintendent will seek input from identified stakeholders, {i.e. parents, individuals, groups, agencies, committees, and organizations}, to actively support and maintain school/system environments that are safe, productive for student learning and quality teaching...

Indicator(s)	
I.	<p>Create an atmosphere of trust and mutual respect with staff and community in an effort to broaden the scope of stakeholder information and ideas to include all subgroups.</p> <p>Evidence</p> <ol style="list-style-type: none">1. Superintendent reports on the monitoring of the school system’s performance in analyzing, addressing, and resolving issues/concerns raised by stakeholders, staff and community.2. School system’s website is updated and provides communication avenues to receive staff, students, parents, and community input and to share strategic plan data reports with stakeholders.

Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

Comments

Board Chair

Superintendent