

Superintendent Evaluation

Instructions: For each category, please rank the superintendent's performance as "Exceeds expectations, meets expectations, or does not meet expectations." A category marked as "exceptional" or "does not meet expectations" should be accompanied by written documentation.

A. Relationship with the Board

- ? Keeps the Board informed
- ? Provides adequate meeting materials and background information
- ? Answers Board questions thoroughly
- ? Invites Board participation in District activities
- ? Assists in development, recommendation and administration of policies
- ? Contributes to a climate of teamwork
- ? Encourages Board development
- ? Works with the Board to establish goals and plans for the future
- ? Openly accepts Board input and is responsive to Board directions

A. Relationship with the Board

- ☒ Exceeds expectations
- ☒ Meets expectations
- ☒ Does not meet expectations

Written comments:

KEY TO RATINGS

Exceeds expectations means working *above* the requirements of the job description.

Meets expectations means working *within* the requirements of the job description.

Does not meet expectations indicates performance *below* the requirements of the job description

Superintendent Evaluation

B. Community Relations

- ? Projects a positive image of the school district
- ? Seeks 2-way communication with all groups (i.e. parents, civic groups, governmental units)
- ? Seeks input from the community
- ? Maintains good media relations
- ? Encourages collaborative relationships with business, industry, government, and labor (Career Center, School to Work, CAS, etc)
- ? Is "approachable" by members of the community
- ? Prepares quality annual report and shares it with the community
- ? Demonstrates good listening skills
- ? Is trustworthy

B. Community Relations

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

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C. Superintendent/Staff Relationships

- ? Establishes internal communication systems
- ? Demonstrates impartiality in personnel matters
- ? Develops sound personnel practices
- ? Ensures timely evaluation of personnel
- ? Shows concern for the welfare of staff
- ? Delegates both responsibility and authority
- ? Provides staff recognition for contribution towards goals
- ? Recruits competent staff
- ? Establishes staff development programs
- ? Promotes sound collective bargaining relations
- ? Involves the staff in strategic planning
- ? Fosters team spirit and is "a part of the team"
- ? Visits buildings on a regular basis

C. Superintendent/Staff Relationships

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

Superintendent Evaluation

D. Business and Finance

- ? Recommends appropriate budgets to the Board
- ? Prepares and recommends appropriate budget revisions to the Board
- ? Insures complete financial controls/audits
- ? Regularly reports to the Board on district budget and finances
- ? Informs the Board on current or proposed funding issues
- ? Develops facilities management plans and procedures
- ? Seeks alternative funding sources
- ? Manages bonding programs (when applicable)
- ? Supervises facilities improvement
- ? Demonstrates inclusion of administrative staffing budget process and ongoing financial issues
- ? Develops a fair distribution of resources between various district programs.

D. Business and Finance

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

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E. Educational Leadership

- ? Projects a strong leadership image
- ? Demonstrates enthusiasm in carrying out job responsibilities
- ? Demonstrates knowledge of procedural aspects of the job
- ? Seeks to learn and improve
- ? Keeps focus on student achievement
- ? Demonstrates awareness and implements current research and best practices
- ? Responds to external and internal customer needs
- ? Facilitates development and implementation of long and short term educational goals for the district
- ? Applies Total Quality Management principles in decision making
- ? Develops, maintains and evaluates a dynamic and responsive curriculum
- ? Encourages staff to improve skills as needed

E. Educational Leadership

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

Superintendent Evaluation

F. Personal Qualities

- ? Elicits respect in the community, school and among peers
- ? Accepts constructive criticism and responds appropriately
- ? Writes and speaks clearly and effectively
- ? Is assertive, but tactful
- ? Maintains poise and composure in the face of crisis/criticism
- ? Is business like and professional in appearance
- ? Projects a caring attitude
- ? Displays a sense of humor
- ? Demonstrates emotional control

F. Personal Qualities

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

Superintendent Evaluation

G. Achievement of Goals Determined by Board of Education

- ? Works with the Board to establish goals for action – and then makes a concerted effort to accomplish such goals
- ? Establishes direct communication links with parents and community members (community outreach)
- ? Demonstrated progress toward accomplishing the following District's goals:
 - ? Positive trends in student achievement, as evidenced by standardized test data (all subject areas of MEAP, CTBS) and other measures agreed upon by the Board and the Superintendent.

G. Achievement of Goals Determined by Board of Education

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Written comments:

