

SUPERINTENDENT PERFORMANCE PLAN INSTRUMENT

A superintendent performs at least eight major tasks:

1. Performs as leader/mentor/facilitator
2. Performs as educational leader of the schools
3. Serves as chief executive officer of the school district
4. Oversees staff personnel management
5. Oversees facilities management
6. Oversees financial management
7. Directs community relations activities
8. Oversees pupil personnel services

The performance plan instrument includes several dimensions of effective practice for each of the seven tasks. Documentation occurs and the superintendent's performance is rated at the dimension level.

The rating scale should not be completed for the initial performance plan. It has been included in this instrument to make you aware of how the first annual evaluation will be conducted.

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

- 0 - Insufficient Information or Observation; Don't Know
- 1 - Well Below Expectations
- 2 - Below Expectations
- 3 - Meets Expectations
- 4 - Above Expectations
- 5 - Well Above Expectations

N/A - Indicates this dimension is not applicable to your district and/or superintendent at this time

Ratings of 1 (Well Below Expectations) and 5 (Well Above Expectations) should be supported by written comments.

The performance plan instrument includes a column for priority ranking based on the district's annual goals. Circle one of three options to indicate where the superintendent should be focusing time and attention in the coming year.

- 1 - low priority
- 2 - medium priority
- 3 - high priority

PLEASE USE THE ABOVE RATING SCALE ON ALL TASKS

MAY

2004