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EVALUATION OF THE SUPERINTENDENT

SUPERINTENDENT'S OFFICE

REFERENCES: Board Policy P9720 "Procedures for the Evaluation of the Superintendent

INSTRUCTIONS: This evaluation instrument is divided into eight categories. For the first six categories, each Board member is asked to rate the Superintendent on the items cited in each of the categories on a scale of 1 to 5 as indicated below. Then provide comments in each section.

On Page 3, each Board member is asked to complete the rating for performance in support of the Board's Goals. The last page provides space for each Board member to comment on future directions and issues for upcoming years.

Please use the following rating scale:

- 1. Unsatisfactory 2. Needs Improvement 3. Satisfactory 4. Good 5. Excellent

Areas of Responsibility

A. Relationships with the Board: 1 2 3 4 5

- Examples: • Keeps the Board informed on issues, needs, and operations of the school system.
• Interprets and executes the intent of Board policy.
• In consultation with the Board President, prepares the agenda for all Board meetings and provides full information on all matters under consideration.

Comments: [Handwritten lines for comments]

B. Community Relations: 1 2 3 4 5

- Examples: • Gains respect and support of community on the conduct of school operations.
• Supports the work of citizen advisory committees established by the Board of Education by providing them with adequate information on their charge and about the school program under study.
• Participated actively in community life and affairs as they pertain to the school district.

Comments: [Handwritten lines for comments]

C. **Staff and Personnel Relationships:** 1 2 3 4 5

- Examples:*
- *Develops and executes sound personnel procedures and practices.*
 - *Delegated authority to staff members appropriate to the position he or she holds.*
 - *Provides a satisfactory collective bargaining process that will enhance the reaching of satisfactory contractual agreements with employee organizations.*

Comments: _____

D. **Educational Leadership:** 1 2 3 4 5

- Examples:*
- *Fosters the stimulation of curriculum and instructional improvement and evaluation.*
 - *Provides for the continuing supervision of the curriculum, special services, and instructional activities of the staff.*
 - *Organized a planned program of staff evaluation and improvement.*

Comments: _____

E. **Business and Finance:** 1 2 3 4 5

- Examples:*
- *Accepts responsibility for the administration of the budget and insures that expenditures are effectively carried out.*
 - *Provides the Board with such information as may be required by the Board for sound decision-making in the annual budget development process.*
 - *Assumes general responsibility for the supervision and direction of school plant operation, maintenance, and construction and for ascertaining future school building needs.*

1. Unsatisfactory 2. Needs Improvement 3. Satisfactory 4. Good 5. Excellent

