



NEW SUPERINTENDENTS TIPSHEET

NEW YORK STATE COUNCIL OF SCHOOL SUPERINTENDENTS

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Self Evaluation (Of Your Superintendent Evaluation Process)

A self evaluation process is an important tool for every superintendent. It provides an annual (if not more frequent) opportunity to assess your progress and accomplishments against pre-established rubrics. This checklist provides a way to assess whether your self evaluation process is valuable or might need some modification to be fully effectual. Depending upon how you answer each question, you should consider adjusting your self-evaluation procedure. Keep in mind that having a self evaluation tool does not necessarily obviate the need for the board to annually evaluate your performance.

YES

NO

1. Do you have a formal evaluation process? Continue if yes.

2. Is the process (or at least that there is an annual evaluation) part of your contract?

3. Does the evaluation determine the extension of your contract?

4. Does the evaluation determine your salary adjustment?

5. Are there performance bonuses that result from the evaluation?

6. Is there a district policy regarding the superintendent evaluation process?

7. Is the superintendent evaluation process aligned with your job description (if there is one)?

8. Are there measurable goals for the superintendent to accomplish in the evaluation?

9. Does the superintendent evaluation have identified performance criterion?

_____	_____	10. Is there a realistic performance rating scale?
_____	_____	11. Do parties other than the superintendent and Board give input to the evaluation process?
_____	_____	12. Does the Board have “training” in the superintendent evaluation process?
_____	_____	13. Is the superintendent evaluation process:
	_____	_____ Objective(vs. personality based)?
	_____	_____ Worthwhile to your development?
	_____	_____ Confidential?

For more information, contact:

Page 2

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