SUPERINTENDENT EVALUATION INSTRUMENT

Name of Superintendent: _____ Date: _____

Evaluation period: _____ to _____

1 – Unsatisfactory 2 – Needs Improvement 3 – Developing 4 – Proficient 5 – Commendable

ADMINISTRATION

In order to achieve the District's goals and objectives for student achievement, the administration of the District must be conducive to student learning and development. The Superintendent:

1. Exerts strong educational leadership, develops a strong management team and delegates responsibility. ____
2. Ensures administration of policies and programs. ____
3. Supervises and evaluates Superintendent's staff effectively. ____
4. Requires collection of data to facilitate data driven decisions. ____
5. Maintains a working knowledge of State and Federal Legislation. ____
6. Strives to improve the school system.
7. Maintains liaison with state and federal legislators, as well as outside agencies, in efforts to accomplish legislation needed for school improvement and adequate funding. ____

Category Total ____

Unsatisfactory/Needs Improvement comments: _____

_____

_____

FINANCIAL & FACILITIES MANAGEMENT

The Superintendent is responsible for the overall management of the Board adopted budget and the District's building and facilities.
The Superintendent:

1. Evaluates financial needs and makes timely recommendations for adequate funding. ____
2. Coordinates the preparation of the annual budget and submits to the board for input and approval. ____

3. Keeps informed of the needs of the school program – supplies, equipment, facilities and shares such needs with school board. ____

4. Determines that funds are spent and invested wisely; insures that adequate controls and accounting are achieved. ____

SUPERINTENDENT EVALUATION INSTRUMENT (Cont.)

5. Ensures the maintenance of school properties. ____

6. Monitors any construction, renovation or demolition of school facilities. ____

7. Oversees the provision of a safe and orderly climate for learning. ____

Category Total ____

Unsatisfactory/Needs Improvement comments: _____

_____

_____

COMMUNITY RELATIONS

The public's perception of the District is shaped by the information they receive and by the way in which they are dealt with by the school staff. The Superintendent's role is to help create an environment at school that is open and friendly to the parents and to the community and provides information on the District from the Superintendent:

1. Facilitates communication within the community through an effective public information program based on the needs and successes of the district. ____

2. Develops and maintains a cooperative relationship with news media. ____

3. Faces controversy and works toward resolution. ____

Category Total ____

Unsatisfactory/Needs Improvement comments: _____

_____

STAFF RELATIONS
The Superintendent may delegate many of the personal functions to others, but the overall effectiveness of the District-wide personnel process is his/her responsibility. The Superintendent:

1. Includes the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives and programs. ____
2. Works with the staff in positive ways to improve instruction. ____
3. Promotes programs for staff growth and development. ____

SUPERINTENDENT EVALUATION INSTRUMENT (Cont.)

4. Instills confidence and respect among staff. ____

Category Total ____

Unsatisfactory/Needs Improvement comments: _____

BOARD RELATIONS
Unity of purpose and good communications are two of the main ingredients of effective Board/Superintendent relations. The Superintendent:

1. Informs the Board on issues, operations, programs and needs of District in a timely manner. ____
2. Maintains a harmonious working and professional relationship with members of the Board. ____
3. Provides board members with reports and information which will enable them to sufficiently review the operation of the District. ____
4. Gives constructive advice and guidance to the Board regarding district improvement. ____
5. Offers professional advice to the board on items requiring Board action with appropriate recommendations based on thorough study and analysis. ____

Category Total ____

Unsatisfactory/Needs Improvement comments: _____

_____

_____

INSTRUCTION

The Superintendent's performance in this area is guided by the goals for student achievement established by the Board and the policies and resources to support their attainment. The Superintendent:

1. Identifies and facilitates instruction and student achievement as the focal point of the school district. ____
2. Ensures that decisions are made with student performance as the focus. ____
3. Prepares and communicates long and short term goals for the district. ____

Category Total ____

SUPERINTENDENT EVALUATION INSTRUMENT (Cont.)

Unsatisfactory/Needs Improvement comments: _____

_____

_____

OVERALL RANKING

____ *Administration*
____ *Financial & Facilities Management Total*
____ *Community Relations Total*
____ *Staff Relations Total*
____ *Board Relations Total*
____ *Instruction Total*

____ *Sum of Category Totals*

Overall Ranking _____
(Sum of Category Totals divided by 6)

Overall Comments: _____