

Evaluation of the Superintendent

Evaluation is seen as the key to gaining and maintaining the high level of performance expected of each employee in the district. This evaluation must start “at the top.” An effective evaluation of the superintendent’s performance creates an important model to give support and leadership to all employee evaluations. The evaluation should center on performance standards.

Each director shall complete an individual work sheet and then collectively the Board will compile a form for use in evaluating the superintendent. The Board and superintendent will then meet and jointly conduct a formal evaluation. The chair will serve as spokesperson. The intent of this evaluation is for the Board to mutually agree on an assessment and inform the superintendent of the results and identify areas needing correction or attention, as well as areas of exceptional strength. The purpose is for mutual understanding and agreement regarding the superintendent’s performance.

At the conclusion of the evaluation, the compiled evaluation form will be placed in the superintendent’s personnel file.

Attached is a form that lists the standards associated with the position of superintendent. As Board members rate the criteria, it is important to think of the Board and superintendent as a management team. A scale of “0” to “4” will be utilized, as follows:

- “4” = Outstanding
- “3” = Above Average
- “2” = Average
- “1” = Needs Improvement
- “0” = Unacceptable

Superintendent Evaluation Form

Standard I: Leadership and District Culture:

Be an exceptional communicator of ideas and needs of the district. Be highly visible in the schools and community and approachable. Have exceptional public relations skills.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	<input type="checkbox"/>	<input type="checkbox"/>
3 - Above Average	<input type="checkbox"/>	<input type="checkbox"/>
2 - Average	<input type="checkbox"/>	<input type="checkbox"/>
1 - Needs Improvement	<input type="checkbox"/>	<input type="checkbox"/>
0 - Unacceptable	<input type="checkbox"/>	<input type="checkbox"/>

Needs Discussion	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Standard II: Policy and Governance:

Be able to critically analyze, formulate and develop procedures, policies, standards and regulations. Be a proactive problem solver.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	_____	_____
3 - Above Average	_____	_____
2 - Average	_____	_____
1 - Needs Improvement	_____	_____
0 - Unacceptable	_____	_____

Needs Discussion	_____	_____
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Comments:

Standard III: Communications and Community Relations:

Be able to project District 17-C as a critical element in the education of all citizens [as a lifelong effort towards self-realization through self-discipline].

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	_____	_____
3 - Above Average	_____	_____
2 - Average	_____	_____
1 - Needs Improvement	_____	_____
0 - Unacceptable	_____	_____

Needs Discussion	_____	_____
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Comments:

Standard IV: Organizational Management:

Have the ability to motivate, challenge and support a talented staff in their efforts toward academic ability excellence. (The glue of the crew.) Be able to define processes for gathering, analyzing and using data for informed decision making.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	<input type="checkbox"/>	<input type="checkbox"/>
3 - Above Average	<input type="checkbox"/>	<input type="checkbox"/>
2 - Average	<input type="checkbox"/>	<input type="checkbox"/>
1 - Needs Improvement	<input type="checkbox"/>	<input type="checkbox"/>
0 - Unacceptable	<input type="checkbox"/>	<input type="checkbox"/>

Needs Discussion	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Standard V: Curriculum Planning and Development:

Be able to develop a process for staff input in continued and systematic renewal of the curriculum and to ensure appropriate scope, sequence and content. Be able to demonstrate an understanding of curricular alignment to ensure improved student performance and higher order thinking.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	_____	_____
3 - Above Average	_____	_____
2 - Average	_____	_____
1 - Needs Improvement	_____	_____
0 - Unacceptable	_____	_____

Needs Discussion	_____	_____
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Comments:

Standard VI: Instructional Management:

Be able to demonstrate an understanding of motivation of both staff and students in the instructional processes. Be able to formulate a plan to assess appropriate teaching methods and strategies for all learners. Be able to analyze available instructional resources and assign them in the most cost effective and equitable manner to enhance student outcomes. Be able to describe how to interpret and link testing/assessment results to improve education. Be able to effectively delegate.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	<input type="checkbox"/>	<input type="checkbox"/>
3 - Above Average	<input type="checkbox"/>	<input type="checkbox"/>
2 - Average	<input type="checkbox"/>	<input type="checkbox"/>
1 - Needs Improvement	<input type="checkbox"/>	<input type="checkbox"/>
0 - Unacceptable	<input type="checkbox"/>	<input type="checkbox"/>

Needs Discussion	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Standard VII: Human Resources Management:

Be able to develop an effective staff improvement/development program and to demonstrate successful management strategies.

As an individual Board member, I feel that my knowledge in this area is:

_____ Sufficient
 _____ Adequate but I would like more information
 _____ Inadequate

RATING	INDIVIDUAL	BOARD
4 - Outstanding	_____	_____
3 - Above Average	_____	_____
2 - Average	_____	_____
1 - Needs Improvement	_____	_____
0 - Unacceptable	_____	_____

Needs Discussion	_____	_____
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Comments:

Standard VIII: Values and Ethics of Leadership:

Demonstrate ethical and personal integrity. Be caring, respect others and model the highest standards of integrity, honesty, ethics and morals.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

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3 - Above Average	<input type="checkbox"/>	<input type="checkbox"/>
2 - Average	<input type="checkbox"/>	<input type="checkbox"/>
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0 - Unacceptable	<input type="checkbox"/>	<input type="checkbox"/>

Needs Discussion

Comments:

Standard IX: Labor Relations and Negotiations:

Demonstrate knowledge of contract law and be able to coordinate legal and human resources. Be able to promote a win-win attitude.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

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2 - Average	<input type="checkbox"/>	<input type="checkbox"/>
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0 - Unacceptable	<input type="checkbox"/>	<input type="checkbox"/>

Needs Discussion

Comments:

Standard X: Other:

Demonstrate effective management of fiscal resources. Be able to keep job responsibilities in perspective and balance work and recreation in reasonable proportions.

As an individual Board member, I feel that my knowledge in this area is:

Sufficient
 Adequate but I would like more information
 Inadequate

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3 - Above Average	<input type="checkbox"/>	<input type="checkbox"/>
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Needs Discussion	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Progress on Annual Goals:

1. Leadership and District Culture:
Establish rapport and effective working relationships with key community groups and civic leaders.
2. Curriculum Planning and Development:
Provide leadership in developing a comprehensive district improvement plan.
3. Organizational Management:
Develop and implement processes for gathering, analyzing and prioritizing data for decision making.
4. Labor Relations and Negotiations:
Assist with contract negotiations and the implementation of a “win-win” relationship with organized labor.
5. Instructional Management:
Develop and implement a comprehensive plan for improving instructional resources, facilities and programs in an efficient and equitable manner.

As an individual Board member, I feel that my knowledge in this area is:

- Sufficient
- Adequate but I would like more information
- Inadequate

RATING	INDIVIDUAL	BOARD
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3 - Above Average	_____	_____
2 - Average	_____	_____
1 - Needs Improvement	_____	_____
0 - Unacceptable	_____	_____

Needs Discussion _____

Comments: