

# North Lake School District 14

Code: **CBG-AR**  
Revised/Reviewed: 09/13

## Superintendent's Evaluation for [ ] School Year

Name of Superintendent: \_\_\_\_\_

**Directions:** Circle the response that best reflects your opinion with regard to each of the following items (4 - Outstanding, 3 - Good, 2 - Fair, 1- Poor). For each response of Fair or Poor, please write comments and suggest ways for improvement.

The superintendent: \_\_\_\_\_ Comments: \_\_\_\_\_

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|---------------------------------------------------------------------------------------------------|---|---|---|---|
| <b>I. Appraises operation of the district and recommends and implements approved changes.</b>     | 4 | 3 | 2 | 1 |
| A. Is effective in short and long term planning.                                                  | 4 | 3 | 2 | 1 |
| B. Understands and confirms to legal requirements in managing the schools.                        | 4 | 3 | 2 | 1 |
| C. Delegates responsibilities and authority to subordinates.                                      | 4 | 3 | 2 | 1 |
| D. Has developed a program to maintain and upgrade the buildings and facilities.                  | 4 | 3 | 2 | 1 |
| <b>II. Provides leadership for development of educational programs.</b>                           | 4 | 3 | 2 | 1 |
| A. Is knowledgeable and up-to-date in curriculum and instructional trends and developments.       | 4 | 3 | 2 | 1 |
| B. Anticipates problems and is effective in preventive actions.                                   | 4 | 3 | 2 | 1 |
| C. Articulates a clear vision of what the districts' educational program can be and is becoming.  | 4 | 3 | 2 | 1 |
| D. Provisions are made for staff involvement and improvement of the educational program.          | 4 | 3 | 2 | 1 |
| E. Takes active leadership role in the development and improvement of the program of instruction. | 4 | 3 | 2 | 1 |

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| <b>III. Gives general direction and skillfully resolves problems of operations and settles disputes referred to him.</b>                                                                                         | 4 3 2 1 |
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| <b>IV. Fulfills the district's management needs as it pertains to appointments, assignments, promotions, discipline, discharge and records.</b>                                                                  | 4 3 2 1 |
| A. Has an active program for personnel recruitment.                                                                                                                                                              | 4 3 2 1 |
| B. Is able to attract and select high quality candidates.                                                                                                                                                        | 4 3 2 1 |
| C. Recommends for employment the best candidate without regard to race, creed, sex or national origin.                                                                                                           | 4 3 2 1 |
| D. Has demonstrated good judgment in recommending candidates for employment.                                                                                                                                     | 4 3 2 1 |
| E. Is adept in personal management.                                                                                                                                                                              | 4 3 2 1 |
| F. Provides a program for continuing growth and professional development for teachers that encourage improvement.                                                                                                | 4 3 2 1 |
| G. Organizes a planned program of staff evaluation and improvement.                                                                                                                                              | 4 3 2 1 |
|                                                                                                                                                                                                                  |         |
| <b>V. Supervises and evaluates districts administrative staff.</b>                                                                                                                                               | 4 3 2 1 |
|                                                                                                                                                                                                                  |         |
| <b>VI. Plans toward the future on a continuous basis, being alert to changing trends and related those trends to the district. Informs the board of importance of changes and alternative courses of action.</b> | 4 3 2 1 |
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| <b>VII. Is responsible for the planning, construction and management of new facilities and keeps the board informed of changes in plans.</b>                                                                     | 4 3 2 1 |

<b>VIII. Provides the board with analysis and projections of enrollment, revenues and expenditures.</b>	4	3	2	1
A. Is effective in management of business and fiscal affairs.	4	3	2	1
B. Budgeting, accounting and expenditure procedures conform to legal requirements and recommended practices.	4	3	2	1
C. Keeps himself/herself and the board informed on present and future needs of the school program, facilities, equipment and supplies.	4	3	2	1
<b>IX. Determines sources of income for the district and relays the information to the board.</b>	4	3	2	1
<b>X. Manages crisis situations well.</b>	4	3	2	1
A. Consults legal counsel in an appropriate and timely manner to protect legal interest of district.	4	3	2	1
B. Skillfully deals with special interest groups and individuals in crisis situations in a manner designed to minimize conflict while continuing to support district goals, objectives and policies.	4	3	2	1
<b>XI. Advises and assists the board in salary negotiations with district employee groups.</b>	4	3	2	1
<b>XII. Board relationships.</b>	4	3	2	1
A. Has a harmonious working relationship with the board.	4	3	2	1
B. Prepares carefully for board meetings.	4	3	2	1
C. Provides ample information to enable board members to make decisions.	4	3	2	1
D. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	4	3	2	1
E. Keeps the board fully informed about school operations.	4	3	2	1

F.	Keeps the board informed on issues and needs of the school system.	4	3	2	1
G.	Follows up promptly on requests of the board.	4	3	2	1
H.	Is responsive to concerns of board members.	4	3	2	1
I.	Answers questions of board members promptly.	4	3	2	1
<b>XIII. Assures that the board policy manual is maintained, updated and/or revised when necessary.</b>		4	3	2	1
<b>XIV. Communicates policies and manuals to the staff and/or the community.</b>		4	3	2	1
A.	Fully implements board policies.	4	3	2	1
B.	Interprets board policies to staff.	4	3	2	1
C.	Supports board policy and actions to the staff and the community.	4	3	2	1
<b>XV. Directs the district in relations with the federal, state and local government.</b>		4	3	2	1
A.	Maintains good relations with local government leaders.	4	3	2	1
B.	Is effective in working with state legislative leaders.	4	3	2	1
C.	Maintains effective working relationships with the Oregon Department of Education.	4	3	2	1
D.	Knows current state and federal laws.	4	3	2	1
<b>XVI. Builds good relations with the community.</b>		4	3	2	1
A.	Has a program for keeping the community informed concerning the program for instruction and plans for its improvement.	4	3	2	1
B.	Is available to staff and private citizens alike.	4	3	2	1

**XVII. Maintains good working relations with the media.** 4 3 2 1

**XVIII. Personal qualities.** 4 3 2 1

- A. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position. 4 3 2 1
- B. Knows how to pace self. 4 3 2 1
- C. Maintains high standards of ethics, honesty and integrity in all personal and professional matters. 4 3 2 1
- D. Earns respect and standing among his/her professional colleagues. 4 3 2 1
- E. Devotes his/her time and energy effectively to his/her job. 4 3 2 1
- F. Exercises good judgment and uses democratic process in arriving at decisions. 4 3 2 1
- G. Demonstrates his/her ability to work well with individuals and groups. 4 3 2 1
- H. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events in a large group meeting. 4 3 2 1
- I. Writes clearly and concisely. 4 3 2 1
- J. Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner. 4 3 2 1
- K. Maintains poise and emotional stability in the full range of his/her professional activities. 4 3 2 1
- L. Is customarily suitably well attired and groomed 4 3 2 1
- M. Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents. 4 3 2 1

Please comment on the following areas:

1. Overall job assessment:

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2. Strengths:

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3. Weaknesses:

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4. Progress on the board approved district goals:

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