

**Prairie City
School District 4**

Code: **CBG-AR**
Adopted: 06/14/06

Evaluation of the Superintendent

Qualification:

1. Oregon Administrator's License
2. Masters Degree
3. Prior Teaching Experience
4. Prior Administrative Experience
5. Demonstrated leadership skills

Reports to:

Prairie City School Board of Education

Superintendent Evaluation Form

Standard #1 - Leadership and District Culture

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate and understanding multi-cultural and ethnic differences.

Performance Indicators:

- 1.1 Facilitate a community process to develop and implement a shared vision that focuses on improving student achievement.
- 1.2 Promote academic rigor that focuses on learning and excellence for schools.
- 1.3 Create and support a community of learners that empowers others to reach high levels of performance to achieve the school's vision.
- 1.4 Model learning for staff and students.
- 1.5 Promote understanding and celebrating school/community cultures.
- 1.6 Promote and expect a school-based climate of tolerance, acceptance and civility.
- 1.7 Develop, implement, promote and monitor continuous improvement process.

Summary Rating - Standard #1:

- | | |
|---------------------|-------|
| 4 Outstanding | _____ |
| 3 Very Good | _____ |
| 2 Satisfactory | _____ |
| 1 Needs Improvement | _____ |
| 0 Unacceptable | _____ |

In my role as Board Member, I feel my knowledge in this subject area is:

- Sufficient
- Adequate but would like to know more
- Inadequate

Comments:

Standard #2 - Policy and Governance

Acts as the chief executive officer of the district; working with the Board to formulate internal and external district policy, defining mutual expectations of performance with the Board and demonstrating good school governance to staff, students and the community at large.

- 2.1 Understand and articulate the system of public school governance and differentiate between policymaking and administrative roles.
- 2.2 Establish procedures for superintendent/Board interpersonal and working relationships. Prepares and submits to the Board recommendations relative to all matters requiring Board Action, placing before the Board such necessary and helpful facts, information
- 2.3 Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.
- 2.4 Use legal counsel in governance and procedures to avoid civil and criminal liabilities
- 2.5 Attends and participates in all meetings of the Board.

Summary Rating - Standard #2:

- 4 Outstanding
- 3 Very Good
- 2 Satisfactory
- 1 Needs Improvement
- 0 Unacceptable

In my as Board Member, I feel my knowledge is this subject area is:

- Sufficient
- Adequate but would like to know more
- Inadequate

Comments:

Standard #3 - Communication and Community Relations

This standard emphasizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole including beneficial relationship with the media. It also stresses responding to community feedback and building community support for the district.

Performance Indicators:

- 3.1 Develop formal and informal techniques to gain external perceptions of district.
- 3.2 Demonstrate effective communication skill (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-one-one environments).
- 3.3 Promote involvement of all stakeholders to fully participate in the process of schooling.
- 3.4 Establish effective school/community relations, school/business partnerships and public service.
- 3.5 Understand the role of media in shaping and forming opinions as well as how to work with the media.
- 3.6 Maintains a sense of humor.

Superintendent’s Goals:

Summary Rating - Standard #3:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

In my as Board Member, I feel my knowledge is this subject area is:

- _____ Sufficient
- _____ Adequate but would like to know more
- _____ Inadequate

Comments:

Standard #4 - Organizational Management

The standard requires the superintendent to gather and analyze data for decision making and for making recommendations to the Board. It stresses the skills necessary to meet internal and external customer expectations and to effectively allocate resources.

Performance Indicators:

- 4.1 Demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring.
- 4.2 Prepares annual operating budget recommendations and implements the Board approved budget.
- 4.3 Develop and monitor long-range plans for school and district technology and information systems making informed decisions about computer hardware and software and staff development and training needs.
- 4.4 Keeps current expenditures within the approved budget. Approves or delegates the authority to approve all requisitions for purchases.
- 4.5 Demonstrate knowledge of school facilities and develop a process that builds internal and public support for facility needs, including bond issues. Take recommendations from the Facility Committee to Board for approval to keep buildings in good repair and safe condition.
- 4.6 Establish procedures and practices for dealing with emergencies such as weather, threats to the school student violence and trauma.
- 4.7 Implement appropriate safety and security practices in schools. In case of an emergency or disaster, the district superintendent shall act in accordance with emergency demands and shall report such actions to the Board.

Superintendent's Goals:

Summary Rating - Standard #4:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

n my as Board Member, I feel my knowledge is this subject area is:

- _____ Sufficient
- _____ Adequate but would like to know more
- _____ Inadequate

Comments:

Standard #5 - Curriculum Planning Development

This standard tests the superintendent’s skills in keeping current with the latest designs in curriculum, teaching, learning and testing theories. It requires the superintendent to recommend the use of electronics and other learning technologies as required.

Performance Indicators:

- 5.1 Develop core curriculum design and delivery system based on content and assessment standards and best practices.
- 5.2 Establish curriculum planning to anticipate occupational trends and school-to-career needs.
- 5.3 Use child development and learning theories and the process to create developmentally appropriate curriculum and instruction.
- 5.4 Include th use of computers, the Internet, networking, on-line classes, distance learning and other technologies in educational programming.
- 5.5 Assess student progress using a variety of appropriate techniques.
- 5.6 Involve faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.

Superintendent’s Goals

Summary Rating - Standard #5:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

As a Board Member, I feel my knowledge is in this subject area is:

- Sufficient
- Adequate but would like to know more
- Inadequate

Comments:

Standard #6 - Instructional Leadership

Since Standard #5 addresses what is to be taught, then this standard emphasizes how it should be taught. It emphasizes the skills required to ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. This standard also centers on applying research and best practices.

Performance Indicators:

- 6.1 Collaboratively develop, implement and monitor change process to improve student and adult learning.
- 6.2 Formulate plan to assess appropriate teaching methods, classroom management and strategies for all learners.
- 6.3 Analyze available instructional resources including applications of technology and assign them in cost effective and equitable manner to enhance student outcomes.
- 6.4 Establish instructional strategies that include cultural diversity and differences in learning styles.
- 6.5 Apply effectively methods of providing monitoring, evaluating and reporting student achievement and using good research and assessment to improve the learning process.
- 6.6 Encourage various staffing patterns, student grouping plans, class scheduling plans, school organizational structures ,and facilities design processes to support various teaching strategies and desired student outcomes.
- 6.7 Has the power to suspend students for absence, tardiness, truancy or misconduct according to district policy.

Superintendent's Goals:

Summary Rating - Standard #6:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

In my role as Board Member, I feel my knowledge in this subject area is:

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- _____ Inadequate

Comments:

Standard #7 - Human Resources Management

This performance standard requires skills in developing and implementing a staff performance evaluation system. It also requires skills in applying ethnical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

Performance Indicators:

- 7.1 Secures, employs and recruits the highest quality and most competent personnel.
- 7.2 Demonstrate use of system and staff evaluation data for personnel policies, decision making promotion of career growth and professional development. Assigns and transfers employees as the interest of the district may dictate.
- 7.3 Identify and apply appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity.
- 7.4 Submits an annual recommendation to school Board for promotion or dismissal of all staff.

Superintendent's Goals:

Summary Rating - Standard #7:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

In my role as Board Member, I feel my knowledge in this subject area is:

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- _____ Inadequate

Comments:

Standard #8 - Values and Ethics of Leadership

This stresses the understanding and modeling of appropriate value system, ethics and moral leadership. It also requires superintendent to exhibit multi-cultural and ethnic understanding and to coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

Performance Indicators:

- 8.1 Exhibit multi-cultural and ethnic understanding and sensitivity.
- 8.2 Describe role of schooling in a democratic society
- 8.3 Manifest a professional code of ethics and demonstrate personal integrity
- 8.4 Explore and develop ways to find common ground in dealing with difficult and divisive issues.
- 8.5 Promote the value that moral and ethical practices are established and practiced in every classroom, and throughout the district.

Superintendent's Goal:

Summary Rating - Standard #8:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

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- _____ Inadequate

Comments:

Standard #9 - Labor Relations

This performance standard requires the superintendent to provide technical advice to the Board during labor negotiation, and/or to keep the Board apprised of negotiating statuses, to understand and effectively administer negotiated labor contracts and to keep abreast of legislative changes affecting the collective bargaining process.

Performance Indicators:

- 9.1 Develop bargaining strategies based upon collective bargaining laws and process.
- 9.2 Identify contract language issues and propose modifications.
- 9.3 Participate in the collective bargaining process as determined by the Board
- 9.4 Establish productive relationship with bargaining groups while managing contracts effectively.

Superintendent's Goals:

Summary Rating - Standard #9:

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
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0 Unacceptable _____

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Comments:

Standard #10 - Prairie City School District Goals

This standard requires the superintendent to direct attention to attainment of district goals as adopted by the Board of directors and to report progress toward goal attainment on a regular, prescribed periodic basis.

Performance Indicators:

- Maintain record of being a “School Excellence”
- Work on making AYP for Prairie City School District.

NCLB GOALS:

The spirit of NCLB means all children can learn and it’s our responsibility to ensure they do. Students of poverty and diversity are not the challenge. The challenge is to build or structure school program that meet all students’ needs.

- 10.1 **By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better, in all reading and mathematics.** Prairie City will using Title 1 dollars for the Reading Recovery Program, literacy Blocks of time for reading in the elementary classes, focusing on reading in the content areas, implementing the Bridges Math Curriculum for grades K, 1, 2, and introducing the Accelerated Math Program in grades 1-12.
- 10.2 **All English Language Learners will become proficient in English and reach high academic standards, at a minimum, meeting or exceeding Oregon academic performance standards in reading and mathematics.** Prairie City will be offering training to all teachers on scientifically researched strategies that help ELL students as well as all students to meet or exceed the benchmarks. On march 13, 2004 the Prairie City staff will be trained how to use the sheltered instruction, SIOP Model. GIAD training for the elementary will also be part of an Inservice for our Prairie City teachers. These to models of sheltered instruction will be offered in length to our teaches in the summer of 2004.
- 10.3 **By 2005-2006, all students will be taught by highly qualified teachers.** Prairie City teachers will work on a plan to pass their praxis exam in any core area they are not certified in. The district will

pay for the registration fee of a praxis only when the teacher has passed the exam. Study guides or classes to help prepare for the exam will be paid for by the district.

- 10.4 **All students will be taught in learning environments that are safe, drug-free and conducive to learning.** Prairie City Elementary and Middle School has implemented the violent prevention program called Seconds Steps. All teachers have been trained to reach strategies to their students for problem solving and handling anger.

Project Alert is a program that will be implemented in all middle school Health classes. This program is a drug and alcohol prevention program that has been scientifically proven to be effective.

- 10.5 **All students will graduate from High School.** Prairie City will begin a “Friday Study” program where there will be a highly qualified teacher available to tutor students that are struggling academically. We also offer a study and help time at 3:30-5:00 M-TH.
- 10.6 **All students and teachers will have increased access to technology to support student academic achievement.** Prairie City currently has 1 computer to every 5 student. Our goal will be to have 1 computer to every three students. We will be ordering 4 wireless laptops 2004 and continue to add technology until we reach our goal.
- 10.7 **Increased numbers of teachers will integrate technology into instruction.** All Prairie City teachers will take the ENGUAGE Technology Survey. From the results of the survey, we will determine what staff development is necessary to work on this performance goal.

Summary Rating - Standard #10:

- 4 Outstanding _____
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- 1 Needs Improvement _____
- 0 Unacceptable _____

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- _____ Inadequate

Comments:
