

Riddle School District 70

Code: **CBG-AR**
Adopted: 6/18/90
Readopted: 11/28/01; 1/15/14
Orig. Code(s): CBG

Evaluation of the Superintendent

At least annually the superintendent and Board will work together to develop specific job goals. Once approved, these goals together with the current contract provisions and job description responsibilities will be the standard used to measure the superintendent's job performance.

This form is to be completed by each member of the Board then given to the chairman who will collate the results and summarize them for the superintendent.

Name of Superintendent _____ Date of Evaluation _____

Rate the superintendent in all items below by indicating a performance rating of 4, 3, 2, 1 or 0. To be valid, ratings higher or lower than average should be accompanied by specific examples of behavior.

- 4: Excellent, excels in performance, deserves special commendation.
- 3: Good, performance is above average.
- 2: Fair, performance is average, unexceptional.
- 1: Poor, performance is below expectations, growth and/or changes are needed.
- 0: Unacceptable performance, advised of deficiencies and the need to remediate.

The superintendent:

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|----|--|---------------|-----------|
| 1. | Is the authorized agent of the Board.

Deals with the Oregon Department of Education, the Douglas County ESD and others. | 4..3..2..1..0 | Comments: |
| 2. | Acts as chief executive officer of the Board.

Prepares for and attends all meetings of the Board.

Has the right to speak in all matters before the Board (except when his/her own contract/salary is under consideration). | 4..3..2..1..0 | Comments: |
| 3. | Prepares and implements Board policy.

Recommends new and revised policies.

Interprets and supervises application of all Board policies. | 4..3..2..1..0 | Comments: |

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| 4. | Is the district personnel officer.

Selects and recommends candidates to fill all vacancies.

(No vacancy shall be filled without the superintendent's recommendation.)

Assigns, supervises, develops and evaluates the performance of all personnel (with administrative help).

Suspends and/or recommends dismissal for employees not fulfilling their responsibilities. | 4..3..2..1..0 | Comments: |
| 5. | Is responsible for district finances.

Prepares the budget for the Board and budget committee.

Acts as the purchasing agent.

Establishes procedures to control finances and accountability. | 4..3..2..1..0 | Comments: |
| 6. | Governs the use and care of all district properties; buildings, grounds and equipment. | 4..3..2..1..0 | Comments: |
| 7. | Establishes a quality instructional program for all students.

A written curriculum sequenced grades K-12 for each subject, with instructional goals and student outcomes.

Establishes and maintains quality instruction to meet curricular guidelines.

Evaluates student progress toward the stated instructional goals. | 4..3..2..1..0 | Comments: |
| 8. | Provides for proper instruction, supervision, control, suspension, classification, and promotion of all students (with administrative assistance). | 4..3..2..1..0 | Comments: |
| 9. | Establishes and maintains an effective means of communication...

Informs the public of district activities, needs and successes.

Encourages staff and community input toward administrative decisions.

Represents the district before the public. | 4..3..2..1..0 | Comments: |
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| 10. | <p>Demonstrates effort toward personal improvement and growth.</p> <p>Keeps informed of current progress, law and trends in education.</p> <p>Attends educational meetings at the state and national level.</p> <p>Provides for members of the district staff to attend workshops.</p> | 4..3..2..1..0 | Comments: |
| 11. | <p>Accepts responsibility for the efficient day to day operations.</p> <p>Maintains all necessary personnel, student and business records.</p> <p>Holds administrative and employee meetings as necessary.</p> <p>Closes district in response to emergencies.</p> <p>Reports to the Board information necessary for decisions or as requested.</p> | 4..3..2..1..0 | Comments: |
| 12. | <p>Performs such other duties as the Board may require and...</p> <p>In the absence of Board policy or advice, assumes the authority to act on own discretion to meet the demands of the situation.</p> <p>Reports such matters to the Board as soon as practical.</p> | 4..3..2..1..0 | Comments: |
| 13. | <p>Meets the specific provisions of his/her current employment contract.</p> | 4..3..2..1..0 | Comments: |
| 14. | <p>Demonstrates personal traits that enhance his/her professional performance.</p> <p>Makes meaningful decisions on a consistent basis.</p> <p>Able to operate under pressure.</p> <p>Demonstrates capable judgment, perception, leadership and responsibility.</p> <p>Exhibits positive attitude and good moral character.</p> | 4..3..2..1..0 | Comments: |
| 15. | <p>Has met District Goal #1:</p> | 4..3..2..1..0 | Comments: |
| 16. | <p>Has met District Goal #2:</p> | 4..3..2..1..0 | Comments: |

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| 17. | Has met District Goal #3: | 4..3..2..1..0 | Comments: |
| 18. | Has met District Goal #4: | 4..3..2..1..0 | Comments: |
| 19. | Has met District Goal #5: | 4..3..2..1..0 | Comments: |
| 20. | Has met other Board requests (specify): | 4..3..2..1..0 | Comments: |
| SUMMARY OF EFFECTIVENESS. (Overall status) | | 4..3..2..1..0 | |

Best performance areas:

Performance areas needing improvement:

Immediate and future performance goals: