

SAMPLE - modify as needed
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SUPERINTENDENT EVALUATION FORM #2

_____ SCHOOL DISTRICT

Board of Education Evaluation of the Superintendent

Confidential

From: Fall 20__ To: Fall 20__

As you read through the following list, rank the items **1 - 4**.

1- Exceptional / 2- Meets Expectations / 3- Needs Improvement / 4- Unknown

You are encouraged to place comments in the appropriate area.

Relationship with the Board:

- Keeps board informed of organization activities, progress and problems.
- Is receptive to board member ideas and suggestions.
- Makes sound recommendations for board action.
- Accepts board criticism as constructive suggestions for improvement.
- Gives constructive criticism in a friendly, firm and positive way.
- Follows up on all problems and Issues brought to his attention.

Comments:

Management Skills and Abilities:

- Maintains a smooth-running administrative office.
- Prepares all necessary reports and keeps accurate records.
- Speaks and writes clearly.
- Proposes organizational goals and objectives prior to each fiscal year.
- Plans well in advance.
- Is progressive in attitude and action.
- Adequately follows through on set plans.

Comments:

Services to People Served:

- Understands and stays current with the needs of people served.
- Focuses all activities on servicing peoples' needs.
- Accepts criticism from the people served and responds appropriately.

Comments:

Fiscal Management:

- Prepares a balanced budget.
- Completes the year with a balanced budget.
- Displays common sense and good judgment in business.
- Adequately supervises the physical plant.

Comments:

Personal and Professional Attitudes:

- Projects professional demeanor.
- Participates in professional activities.

Comments:

Community and Public Relations:

- Represents the organization in a positive and professional manner.
- Actively promotes the organization to the public.

Comments:

Effective Leadership of Staff:

- Hires and maintains competent staff members.
- Encourages staff development.
- Follows personnel policies closely.
- Maintains high staff productivity.

Comments: