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SUPERINTENDENT EVALUATION #4

ORCHARD PARK CENTRAL SCHOOLS

BOARD OF EDUCATION
EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

Confidential

From: To:

I. Purpose of the Evaluation

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his job description.
- B. Communicate those conclusions to the Superintendent providing counsel and direction to him.
- C. Enhance the working relationship between the Board of Education and the Superintendent.
- D. Promote the professional development and growth of the Superintendent

II. Procedures

A. Time:

The annual evaluation shall be conducted in the month of May in conjunction with the Board's self evaluation.

B. Methodology:

1. Evaluation forms shall be given to Board members by early May
2. Board members will complete the instrument as individuals.
3. The Board of Education shall meet as a whole to review and discuss individual inputs. The Board shall reach a consensus, and the Board president will complete a summary document.
4. The Board of Education shall meet with the Superintendent in executive session to discuss the summary document and modify as appropriate.
5. The Superintendent and the Board president will sign the modified document as an indication that the document has been reviewed. A copy will be placed in the Superintendent's personal folder and a copy given to the Superintendent.

EVALUATION OF THE SUPERINTENDENT

(evaluation instrument)

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from **1** to **5**. The number **1** is the lowest possible score and indicates unacceptable performance. The number **5** indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

5 - OUTSTANDING

The Superintendent excels in this category.

4 - VERY COMPETENT

The Superintendent exceeds the expectations of his Job description.

3 - SATISFACTORY

The Superintendent meets expectations.

2 - NEEDS IMPROVEMENT

The Superintendent needs to concentrate self-improvement efforts in this area.

1 - UNSATISFACTORY

The Superintendent's performance in this category is unacceptable and requires his immediate attention.

AREAS OF RESPONSIBILITY

A. EDUCATIONAL PROGRAM AND PLANNING

- ___ 1. Understands and keeps informed regarding all aspects of the instructional program.
- ___ 2. Organizes and actively encourages a planned program of curriculum evaluation and improvement.
- ___ 3. Has provided for a system of measurement and goals for students and curriculum.
- ___ 4. Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.
- ___ 5. Anticipates needs.

Comments:

B. RELATIONSHIP WITH THE BOARD OF EDUCATION

- ___ 6. Provides timely, adequate information and agenda planning.
- ___ 7. Supports Board policy and actions to the public and staff.
- ___ 8. Executes Board policy in a positive and responsive manner.
- ___ 9. Handles differences of opinion between Board members and himself in an effective manner.
- ___ 10. Engenders trust among Board members, staff, and the community.

Comments:

C. PERSONNEL

- ___ 11. Recommends for employment the best candidate, utilizing equal opportunity standards.
- ___ 12. Makes effective use of the skills of the administrative staff.
- ___ 13. Supports his staff while demanding their best efforts.
- ___ 14. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.
- ___ 15. Practices effective operations with Education Law, the District's attorney and the Courts

Comments:

D. BUSINESS AND FINANCIAL MANAGEMENT

- ___ 16. Plans budget information in terms of educational priorities.
- ___ 17. Oversees budget operations with the Board in a clear, effective manner.
- ___ 18. Evaluates needs and recommends adequate financing.
- ___ 19. Provides adequate data to support budgetary requests.
- ___ 20. Controls expenditures of district funds by committing them only after approval by the Board of Education.

Comments:

E. COMMUNITY RELATIONSHIPS

- ___ 21. Gains support and respect of the community on the conduct of the school operations.
- ___ 22. Maintains a cooperative relationship with the print and visual media.
- ___ 23. Participates actively in community life and affairs.
- ___ 24. Provides educational leadership to the community.
- ___ 25. Works well with other districts police and other municipal governments.

Comments:

F. INDIVIDUAL CHARACTERISTICS

- ___ 26. Uses good judgment.
- ___ 27. Has emotional stability and poise.
- ___ 28. Demonstrates high standards of ethics.
- ___ 29. Works fairly with all groups.
- ___ 30. Maintains principles under pressure.

Comments:

G. JOB RELATED CHARACTERISTICS

- ___ 31. Speaks and writes effectively.
- ___ 32. Acts in a decisive manner.
- ___ 33. Demonstrates creativity.
- ___ 34. Utilizes effective, problem solving techniques.
- ___ 35. Maintains his professional development by reading, conference attendance, work on professional -committees and professional organizations.

Comments:

Overall effectiveness summary statement:

Suggestions for change or Improvement: