

Evaluation of the Superintendent

Prior to the Board members input to the Superintendent's evaluation, the Superintendent shall complete a yearly self-evaluation which is to list the accomplishments and progress made toward personal and district goals. Board members will receive self-evaluation and an evaluation packet which is to be completed and sent to the Board president. After all of the evaluation forms have been collected and tabulated the Board will collectively arrive at the final evaluation which will be presented to the Superintendent by the Board President. The Superintendent and Board President will then review the evaluation in executive session with the entire board.

The intent of the evaluation process is to:

- Contribute to the harmonious working relationship between the Board and the Superintendent.
- Clarify the role of the Superintendent and the Board for all Board members.
- Inform the Superintendent of strengths and of areas of concern.
- Provide an understanding of the differences in ideas and expectations of individual board members.
- Provide the highest quality and effective leadership for the school district.

The Board will meet the Superintendent in executive session at which time the Superintendent will share his annual self-evaluation and a summary of the survey results (and the Board can share its preliminary feelings and concerns with the Superintendent.) After receiving the Superintendent's self-evaluation and a summary of the survey results each board member will complete an evaluation of the Superintendent. Each board member's individual evaluation of the Superintendent will be shared with all members of the Board and with the Superintendent. The Board President will receive the individual evaluations and tabulate the results, and then the Board will meet in executive session to arrive at consensus on each area. The Board President will then meet with the Superintendent to present the consensus evaluation. Finally the Board and the Superintendent can meet in executive session to discuss the evaluation and the process.

Each board member shall use the rating scale in assessing and evaluating the Superintendent's performance in each area:

Exceeds Expectation

Meets Expectation

Needs Improvement

In addition to the rating scale, each board member is encouraged to comment on specific areas, to offer suggestions for improvement, and to provide specific examples.

Planning and Goals

() Exceeds expectations () Meets expectations () Needs improvement

- A. Works with the board to establish and prioritize goals for the district in the areas of educational planning, fiscal planning and facilities planning.
- B. Mobilizes staff toward the attainment of board goals.
- C. Establishes clear short term working goals and is able to prioritize and accomplish everyday items.

Comments:

Public Relations/Communications

() Exceeds expectations () Meets expectations () Needs improvement

- A. Works with the board and community groups to share school information with the community.
- B. Promotes positive public relations and a positive professional image in the community.
- C. Is open and sensitive to community concerns and desires regarding the education system.
- D. Participates in community life and affairs.
- E. Speaks clearly and effectively.
- F. Writes logically, concisely and clearly.
- G. Provides necessary information to board members, board committees and the community.
- H. Treats the community and the board with respect.
- I. Strives to build a strong positive community attitude toward the schools.

Comments:

Board/Superintendent Relationship

() Exceeds expectations () Meets expectations () Needs improvement

- A. Informs the board with timely communications.
- B. Responds to concerns and needs of the entire board and individual members.
- C. Presents important issues to the board and makes appropriate recommendations for board action.
- D. Provides the board with facts, information, and reports to insure the board is able to make informed decisions.
- E. Implements board decisions.
- F. Deals fairly with all board members.
- G. Accepts responsibility for maintaining liaisons between the board and school personnel.
- H. Advises the board on the need for new and revised policies and ensures that policies of the board are implemented.
- I. Reports and seeks board input regarding any matter not covered by board policies.

Comments:

Personnel Supervision and Evaluation

() Exceeds expectations () Meets expectations () Needs improvement

- A. Conducts an annual evaluation of managerial/confidential and administrative personnel.
- B. Supervises a comprehensive personnel evaluation system.
- C. Assumes responsibility for recommending to the board the recruitment, selection, assignment, promotion, dismissal, and evaluation of all personnel.
- D. Organizes staff so that the decision making takes place at appropriate levels, in an effort to maintain a proper chain of command.
- E. Makes effective use of staff.
- F. Resolves disciplinary issues fairly.
- G. Reports any violation of regulations by staff to the board and takes appropriate action.
- H. Provides guidance for continuing growth and professional development of all staff.
- I. Fosters a good relationship with leadership of employee unions.

Comments:

Fiscal Accountability and Budget Preparation

() Exceeds expectations () Meets expectations () Needs improvement

- A. Guides the process of fiscal planning and budget development.
- B. Proposes a budget which balances educational objectives, financial concerns, and represents board direction.
- C. Presents appropriate and realistic financial requests and recommendations for board actions.
- D. Respond creatively to board and community concerns and provides options for board consideration.
- E. Administers the budget and keeps spending on line items within limits.
- F. Presents the budget logically and understandably.

Comments:

Student Relations

() Exceeds expectations () Meets expectations () Needs improvement

- A. Is visible and respectful to the students.
- B. Confers periodically with the students.
- C. Provides for students needs to be addressed through appropriate means.

Comments: