

Confidential

SAMPLE

_____ SCHOOL DISTRICT

Board of Education Evaluation of the Superintendent

Board Member:

Attached please find the materials needed to complete individual Board Member evaluation of the Superintendent of Schools.

Please complete this task and return the materials to the Board President via the District Office by Noon on Thursday, November __, 20__.

Thank you.

_____ SCHOOL DISTRICT
BOARD OF EDUCATION

EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

From: Fall 20__ To: Fall 20__

Procedure: Set forth in Board of Education Policy and the Contract with the Superintendent of Schools.

Key: The superintendent's responsibilities have been organized in seven categories. Each board member is asked to judge the superintendent's performance on each item cited in each of the categories.

*Note: Any area determined as being performed in a less than satisfactory manner must contain specific recommendations on how the superintendent can improve his performance in that area.

A. RELATIONS WITH THE BOARD

1. Keeps the Board informed on issues, needs and operation of the school system.
 ___ Satisfactory ___ Needs Improvement (comments expected)

2. Offers professional advice to the Board on items requiring board action, with appropriate recommendations based on study and analysis.
 ___ Satisfactory ___ Needs Improvement (comments expected)

3. Interprets and executes the intent of Board policy.
 ___ Satisfactory ___ Needs Improvement (comments expected)

4. Supports Board policy and actions to the public and staff.
 ___ Satisfactory ___ Needs Improvement (comments expected)

5. Understands his role in administration of Board policy.

- ____ Satisfactory ____ Needs Improvement (comments expected)
6. Seeks and accepts constructive criticism of his work.
____ Satisfactory ____ Needs Improvement (comments expected)
7. Has a harmonious working relationship with the Board.
____ Satisfactory ____ Needs Improvement (comments expected)
8. Accepts his responsibility for maintaining liaison between the Board and school personnel.
____ Satisfactory ____ Needs Improvement (comments expected)
9. Remains impartial, treating all Board members fairly and equitably.
____ Satisfactory ____ Needs Improvement (comments expected)
10. Refrains from criticism of individual members of the Board.
____ Satisfactory ____ Needs Improvement (comments expected)
11. Goes to the Board when he feels a serious difference of opinion exists between him and the Board, in an earnest effort to resolve such differences immediately.
____ Satisfactory ____ Needs Improvement (comments expected)
12. Bases his position (with regard to matters under discussion by the board) upon principle and is willing to maintain that position without regard for its popularity until an official Board position has been reached, after which time he supports the decision of the Board.
____ Satisfactory ____ Needs Improvement (comments expected)
13. Is willing to modify proposals and recommendations in light of Board suggestions.
____ Satisfactory ____ Needs Improvement (comments expected)
14. Acts at his own discretion if action is necessary in any matter not covered by Board policy, reports

such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.

____ Satisfactory ____ Needs Improvement (comments expected)

15. Advises the Board on the need for new and/or revised policies.

____ Satisfactory ____ Needs Improvement (comments expected)

16. Encourages, reinforces and protects the 'Board process.'

____ Satisfactory ____ Needs Improvement (comments expected)

B. COMMUNITY RELATIONS

1 Gains respect and support of the community on the conduct of the school operation.

____ Satisfactory ____ Needs Improvement (comments expected)

2. Solicits and gives attention to problems and opinions brought to him by all groups and individuals.

____ Satisfactory ____ Needs Improvement (comments expected)

3. Develops an open friendly and cooperative relationship with the news media.

____ Satisfactory ____ Needs Improvement (comments expected)

4. Participates actively in community life and affairs.

____ Satisfactory ____ Needs Improvement (comments expected)

5. Works effectively with public and private agencies.

____ Satisfactory ____ Needs Improvement (comments expected)

6. Makes himself available to meet with community and school groups.
_____ Satisfactory _____ Needs Improvement (comments expected)

7. Informs the local community about the district's program.
_____ Satisfactory _____ Needs Improvement (comments expected)

8. Presents an appropriate role model of behavior to the community.
_____ Satisfactory _____ Needs Improvement (comments expected)

C. PERSONNEL MATTERS

1. Develops and executes sound personnel procedures and practices.
_____ Satisfactory _____ Needs Improvement (comments expected)

2. Develops good staff morale and loyalty to the organization.
_____ Satisfactory _____ Needs Improvement (comments expected)

3. Delegates authority to staff members appropriate to the position each holds.
_____ Satisfactory _____ Needs Improvement (comments expected)

4. Recruits and assigns the best available personnel in terms of their competencies.
_____ Satisfactory _____ Needs Improvement (comments expected)

5. Makes recommendations for employment or promotion of personnel in writing and with supporting data, and accepts responsibility for his recommendations.
_____ Satisfactory _____ Needs Improvement (comments expected)

6. Encourages participation of appropriate staff members and groups in planning programs and services.
 ___ Satisfactory ___ Needs Improvement (comments expected)
7. Provides for the evaluation of staff members. Accepts the responsibility of maintaining adequate written personnel evaluation records giving commendation for good work as well as constructive suggestions for improvement.
 ___ Satisfactory ___ Needs Improvement (comments expected)
8. Recommends to the board for final action the promotion, demotion, or dismissal of all employees.
 ___ Satisfactory ___ Needs Improvement (comments expected)
9. Takes responsibility for the development of salaries for all personnel, and recommends to the Board the levels which, within budgetary limitations, will best serve the interest of the district.
 ___ Satisfactory ___ Needs Improvement (comments expected)
10. Meets and confers with leaders of the teachers' association, representing to the best of his ability and understanding, the interest and will of the Board.
 ___ Satisfactory ___ Needs Improvement (comments expected)
11. Receive recommendations for personnel matters from Board members with an open mind.
 ___ Satisfactory ___ Needs Improvement (comments expected)

D. INSTRUCTIONAL LEADERSHIP

1. Understands and keeps informed regarding all aspects of the instructional program.
 ___ Satisfactory ___ Needs Improvement (comments expected)

2. Implements the District's philosophy of education.
 Satisfactory Needs Improvement (comments expected)

3. Implements the District's educational goals.
 Satisfactory Needs Improvement (comments expected)

4. Participates with staff, Board, and community to study, develop and implement curriculum improvement.
 Satisfactory Needs Improvement (comments expected)

5. Organizes and implements a planned program of staff development and improvement.
 Satisfactory Needs Improvement (comments expected)

E. FISCAL RESPONSIBILITIES:

1. Keeps informed on needs of the school program - plant, facilities, equipment, and supplies.
 Satisfactory Needs Improvement (comments expected)

2. Supervises business operations, insisting on competent and efficient performance.
 Satisfactory Needs Improvement (comments expected)

3. Determines that funds are spent wisely, and that adequate control and accounting are maintained.
 Satisfactory Needs Improvement (comments expected)

4. Evaluates financial needs and makes recommendations for adequate financing of the District's programs.
 Satisfactory Needs Improvement (comments expected)

5. Interprets proposed budgets for the community in order to promote community understanding and support.
_____ Satisfactory _____ Needs Improvement (comments expected)

F. LEADERSHIP AND COMMUNICATION QUALITIES

1. Demonstrates his ability to work with individuals and groups.
_____ Satisfactory _____ Needs Improvement (comments expected)
2. Maintains poise and emotional stability in the full range of his professional activities.
_____ Satisfactory _____ Needs Improvement (comments expected)
3. Is suitably attired and well groomed.
_____ Satisfactory _____ Needs Improvement (comments expected)
4. Writes clearly and concisely.
_____ Satisfactory _____ Needs Improvement (comments expected)
5. Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner.
_____ Satisfactory _____ Needs Improvement (comments expected)

6. Thinks well on his feet when faced with an unexpected or disturbing turn of events.
_____ Satisfactory _____ Needs Improvement (comments expected)
7. Maintains his professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

____ Satisfactory ____ Needs Improvement (comments expected)

G. PLANNING AND PROCESSING

1. Develops appropriate models of organization for the District.
____ Satisfactory ____ Needs Improvement (comments expected)

2. Implements appropriate models of organization for the District.
____ Satisfactory ____ Needs Improvement (comments expected)

3. Works with the Board to develop appropriate annual organizational goals of the District.
____ Satisfactory ____ Needs Improvement (comments expected)

4. Plans and structures the activities of the Board to meet the goals of the District.
____ Satisfactory ____ Needs Improvement (comments expected)

5. Plans and structures the resources of the organization to meet the goals of the District.
____ Satisfactory ____ Needs Improvement (comments expected)

6. Over the past year has demonstrated appropriate effort and progress towards meeting the District Goals.
____ Satisfactory ____ Needs Improvement (comments expected)

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7. Develops appropriate annual Superintendents goals.
____ Satisfactory ____ Needs Improvement (comments expected)

8. Plans and structures his activates to meet the Superintendent's goals.
____ Satisfactory ____ Needs Improvement (comments expected)

9. Over the past year has demonstrated appropriate effort and progress towards meeting the Superintendent's Goals.

_____ Satisfactory _____ Needs Improvement (comments expected)

H. SUMMARY

Comments:

BOARD OF EDUCATION	DATE	SUPERINTENDENT	DATE
_____	_____	_____	_____
_____	_____		
