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.

N/A – Not Applicable or Unable to Judge

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.
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


___ 27. Has emotional stability and poise.

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: (Optional)

H. Overall effectiveness summary statement (optional):

I. Suggestions for change or Improvement (optional):

Adopted: October 08, 2002

Revised: May 13, 2003

Revised: April 13, 2016