

Part 2: General Performance Responsibilities

Educational Leadership

- A. Student Success and Learning Board Rating
- B. Planning and Organization Board Rating
- C. Communication Board Rating

Comments:

District Management

- A. Financial, Facility, and Operations Management Board Rating
- B. Personnel Management Board Rating
- C. Student Management Board Rating

Comments:

Board and Community Relations

- A. Information Dissemination Board Rating
- B. Policy Development Board Rating
- C. Interaction with Board and Community Board Rating

Comments:

Superintendent Evaluation Individual Response Form

Superintendent: _____ Date of Review: _____

Board Member: _____ Performance Period: _____

Part 1: Priority Performance Goals

Rating Scale: E	Exceptional	Progress exceeds expectations
P	Proficient	Progress meets expectations
I	Needs Improvement	Progress is insufficient

Directions:

1. Rate the progress toward each goal using the above scale.
2. Use the "Comments" section to support your rating.

Performance Goal 1: _____ Progress Rating: _____

Comments:

Performance Goal 2: _____ Progress Rating: _____

Comments:

Performance Goal 3:

Progress Rating: _____

Comments:

Performance Goal 4:

Progress Rating: _____

Comments:

Part 2: General Job Performance Responsibilities

Rating Scale: expectations	E	Exceptional	Performance exceeds
expectations	P	Proficient	Performance meets
	I	Needs Improvement	Performance does not meet expectations

Directions:

Use the above scale to rate the categories (A,B,C) listed under each job-performance area. Consider the indicators listed in each category to make a determination.

Performance Area: Educational Leadership: The Superintendent provides leadership and direction for the development of an educational system that is based on standards of excellence and equity and the goals of the community.

___A. Student Success and Learning

1. Implements and monitors a system to evaluate programs and student achievement.
2. Uses district performance data systematically in developing recommendations and making decisions on instructional and support programs.
3. Ensures availability of staff development related to student needs, community priorities, and educational research.

___B. Planning and Organization

1. Provides for comprehensive planning in all district functions.
2. Implements defined procedures for campus and district decision-making programs and monitors for effectiveness.
3. Demonstrates skill in problem solving, decision making, and conflict resolution.

___C. Communication

1. Implements and monitors a system for effective communication between the schools and community.
2. Establishes a communication system to ensure dissemination of information and feedback between administration and staff.
3. Ensures effective communications of performance expectations to district staff.

Comments:

Performance Area: District Management: The Superintendent demonstrates effective planning and management of district finances, operations, personnel, and students.

___A. Financial, Facility, and Operations Management

1. Prepares annual budget recommendations based on district priorities and available resources.
2. Ensures sound accounting, risk management, and cost effective purchasing of goods and services.
3. Provides systems for efficient use of facilities, transportation, maintenance, and food service operations.

___B. Personnel Management

1. Implements and monitors a system of recruiting and selection that results in personnel recommendations and decisions based on defined needs, goals, and priorities.
2. Implements and monitors a professional development plan that results in high staff performance for improving student achievement.
3. Ensures a performance evaluation system for all personnel that provides for recognition, goal development, and professional growth.

____C. Student Management

1. Ensures the student discipline plan is administered consistently and equitably.
2. Implements a system for planning and monitoring of support services for students.
3. Promotes recognition of students for their efforts and accomplishments.

Comments:

Performance Area: Board and Community Relations: The Superintendent maintains positive and productive working relationships with the School Board and the community.

____A. Information Dissemination

1. Informs board of significant issues as they arise.
2. Prepares and distributes board agendas and appropriate materials in a timely manner.
3. Provides information to assist the board in evaluating the effectiveness of programs and operations.

____B. Policy Development

1. Provides advice and recommendations to the board on local policy issues.
2. Develops administrative procedures to carry out board policies.
3. Interprets and supports board policies and decisions.

____C. Interaction with board and community

1. Responds to board and community needs.
2. Promotes community support and involvement with the schools.
3. Maintains positive working relationships with the board and community.

Comments:

Adopted: April 18, 2002