

SUPERINTENDENT EVALUATION (FORM)

One of the annual responsibilities of the School Board is to provide an evaluation of the Superintendent's job performance. This provides the constructive feedback necessary to promote a productive and growth-oriented mindset. All individual evaluations are considered confidential.

This evaluation is based on the Superintendent's job description. In all ratings, care should be taken to think of specific examples that represent the score given. Open and honest feedback is imperative for a healthy Board/Superintendent relationship. The Superintendent will also complete this form as a *self-evaluation*.

Please rate the Superintendent's performance in demonstrating the following roles and responsibilities on a scale of 1-5:

- 1 - Unacceptable**
- 2 - Needs Improvement**
- 3 - Meets Expectations**
- 4 - Exceeds Expectations**
- 5 - Outstanding**

*If you choose a rating of *Unacceptable* or *Outstanding*, please provide a brief comment to explain your rating in the comment section at the end of that topic.

If you have *no knowledge of an area* or it is not relevant to you, please indicate **N/A** - Not Applicable

Board Member Name _____ Date Completed _____

DOMAIN A: ADMINISTRATION AND LEADERSHIP

Topic #1 - School Board Relations

A.1) Assist the Board in developing clear policies that meet federal and state requirements.

1 2 3 4 5 N/A

A.2) Regularly attends Board meetings and participates in agenda preparation.

1 2 3 4 5 N/A

A.3) Informs Board regularly about the business of the District.

1 2 3 4 5 N/A

- A.4) Alerts Board to critical issues and areas that may have an impact on the District in a timely manner.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.5) Provides the Board with reports and information that enable the Board to understand District operations.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.6) Offers professional advice to the Board on items requiring Board action, based on thorough study and analysis of the situation.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.7) Meets deadlines and follows up on commitments and assignments.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.8) Maintains a positive working relationship with the Board.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.9) Utilizes the strengths of Board Members in the decision-making process.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|

Topic #2 - School Administration

- A.10) Selects and manages all SAU office personnel.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.11) Oversees preparation of annual school district report, warrants, and postings.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|

Topic #3 - Legal Issues

- A.12) Consults with legal counsel as requested by the School Board concerning legal issues facing the District.
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- A.13) Consults with New Hampshire School Boards Association's legal counsel as requested by the School Board concerning legal issues facing the District.

1 2 3 4 5 N/A

A.14) Advises the School Board regarding the legal issues related to education.

1 2 3 4 5 N/A

Topic #4 - Future Planning

A.15) Develops programs and procedures to meet annual as well as long-term goals.

1 2 3 4 5 N/A

A.16) Uses District performance data systemically in developing recommendations and making decisions on instructional and support programs.

1 2 3 4 5 N/A

A.17) Actively works on five-year strategic plan and District goal-setting.

1 2 3 4 5 N/A

Topic #5 - Evaluation and Assessment

A.18) Uses appropriate data to monitor benchmarks for student success as established by the Board.

1 2 3 4 5 N/A

A.19) Seeks continuous improvement utilizing research-based assessment and evaluation of educational programs.

1 2 3 4 5 N/A

Topic #6 - Values and Ethics of Leadership

A.20) Understands, models, and promotes the establishment and application of appropriate value systems, ethics, and moral leadership throughout the District.

1 2 3 4 5 N/A

A.21) Maintains the physical and emotional wellness necessary to meet the responsibilities of the position and demonstrates good character and integrity.

1 2 3 4 5 N/A

A.22) Serves as an articulate spokesperson for the School District and represents the District favorably at the local, state, and national levels, and maintains a professional demeanor and appearance appropriate to responsibilities.

1 2 3 4 5 N/A

A.23) Resolves concerns and problems in an appropriate manner; respects and maintains confidentiality and assumes responsibility for personal actions and those of subordinates.

1 2 3 4 5 N/A

Comments on Domain A: Administration and Leadership

DOMAIN B: FINANCE

Topic #1 - Budget Development

B.1) Prepares budget recommendations based on District priorities and available resources, while keeping in mind the community's fiscal challenges.

1 2 3 4 5 N/A

B.2) Explains funding needs adequately and transparently.

1 2 3 4 5 N/A

B.3) Provides professional guidance for a budget that reflects District goals for student achievement.

1 2 3 4 5 N/A

Topic #2 - Fiscal Services

B.4) Ensures finances are managed in accordance with applicable accounting standards.

1 2 3 4 5 N/A

B.5) Effectively implements audit recommendations.

1 2 3 4 5 N/A

B.6) Ensures District expenses did not exceed revenue.

1 2 3 4 5 N/A

B.7) Makes timely recommendations for adequate funding, providing appropriate information to the Board.

1 2 3 4 5 N/A

B.8) Actively seeks cost-effective alternatives to current practices when appropriate.

1 2 3 4 5 N/A

Comments on Domain B: Finance

DOMAIN C: PERSONNEL

Topic #1 - Personnel Administration

C.1) Participates in the recruitment and selection of highly qualified staff that reflects defined needs, goals, and priorities of the District.

1 2 3 4 5 N/A

C.2) Develops and executes sound personnel policies and practices fairly and consistently.

1 2 3 4 5 N/A

C.3) Exerts strong educational leadership, delegates responsibility, and fosters a positive working atmosphere among faculty and administration.

1 2 3 4 5 N/A

C.4) Communicates staff concerns and suggestions to the Board.

1 2 3 4 5 N/A

Topic #2 - Labor Relations

C.5) Participates in the collective bargaining process as directed by the Board.

1 2 3 4 5 N/A

C.6) Manages labor contracts effectively.

1 2 3 4 5 N/A

C.7) Handles staff grievances appropriately.

1 2 3 4 5 N/A

C.8) Maintains good working relationships with unions.

1 2 3 4 5 N/A

Topic #3 - Staff Development

C.9) Aligns staff development with practices supported by educational research to improve student achievement and teacher efficacy.

1 2 3 4 5 N/A

C.10) Ensures consistent training for new staff members.

1 2 3 4 5 N/A

C.11) Includes participation of faculty and staff in establishment of District goals, objectives, and programs.

1 2 3 4 5 N/A

Comments on Domain C: Personnel

DOMAIN D: CURRICULUM AND INSTRUCTION

Topic #1 - Curriculum Design and Review

D.1) Uses District performance data systemically in developing recommendations for instructional programs.

1 2 3 4 5 N/A

D.2) Ensures curriculum is aligned to assessment and that outcomes are consistently measured.

1 2 3 4 5 N/A

D.3) Curriculum is aligned from grade-to-grade and from school-to-school.

1 2 3 4 5 N/A

Topic #2 - Student Assessment

D.4) Uses effective methods of providing, monitoring, evaluating, and reporting student achievement and outcomes.

1 2 3 4 5 N/A

D.5) Uses data for future planning and improvement.

1 2 3 4 5 N/A

D.6) Measurable goals are regularly monitored and reported out to the Board.

1 2 3 4 5 N/A

D.7) Uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

1 2 3 4 5 N/A

Topic #3 - Instructional Improvement

D.8) Provides leadership to principals in meeting school performance goals.

1 2 3 4 5 N/A

D.9) Data that demonstrates progress in the academic achievement of students is regularly presented to all stakeholders in understandable forms.

1 2 3 4 5 N/A

Comments on Domain D: Curriculum and Instruction

DOMAIN E: MAINTENANCE AND CAPITAL IMPROVEMENTS

Topic #1 - Planning and Construction

E.1) Plans for facilities to accommodate organizational and instructional goals according to the District's definition of student success, population, and economic means.

1 2 3 4 5 N/A

E.2) Works with administrators to keep the Board informed of facility concerns and necessary repairs.

1 2 3 4 5 N/A

Topic #2 - Coordination of Maintenance

E.3) Ensures all buildings meet safety, health, and construction codes.

1 2 3 4 5 N/A

E.4) Actively plans for necessary maintenance and improvements, including researching cost effective and energy efficient solutions to meet capital improvements needs.

1 2 3 4 5 N/A

E.5) Has a multi-year plan for maintenance, repairs and upgrades based on systemic ongoing inspection of facilities.

1 2 3 4 5 N/A

Topic #3 - Capital Improvements Plan

E.6) Makes strategic recommendations for and ensures implementation of the District's Capital Improvements Plan

1 2 3 4 5 N/A

Comments on Domain E: Maintenance and Capital Improvements

DOMAIN F: STUDENT SERVICES

Topic #1 - Specialized Instruction

F.1) Ensures the the District upholds all laws and regulations.

1 2 3 4 5 N/A

F.2) Makes policy recommendations to the Board to ensure compliance with special education requirements.

1 2 3 4 5 N/A

Topic #2 - Tuition and Residency

F.3) Monitors tuition agreements and residency and recommends any necessary policy changes to the Board.

1 2 3 4 5 N/A

F.4) Ensures tuition agreements are appropriately negotiated and executed.

1 2 3 4 5 N/A

Comments on Domain F: Student Services

DOMAIN G: GENERAL OPERATIONS

Topic #1 - Transportation and Food Service

G.1) Supervises the Business Administrator’s management of student transportation and food service agreements and recommends necessary changes to the Board.

1 2 3 4 5 N/A

Topic #2 - Student Management

G.2) Ensures student discipline is administered consistently and equitably.

1 2 3 4 5 N/A

G.3) Promotes recognition for student achievement.

1 2 3 4 5 N/A

G.4) Prepares as necessary documentation for the Board in the event that a discipline issue escalates to the Board level.

1 2 3 4 5 N/A

Topic #3 - Safety and Crisis Management

G.5) Ensures timely review and development of, training for, and adherence to District safety procedures and Emergency Operations Plans

1 2 3 4 5 N/A

Comments on Domain G: General Operations

DOMAIN H: COMMUNICATIONS AND COMMUNITY RELATIONS

Topic #1 - Articulation and Vision

H.1) Works with community members to promote District goals.

1 2 3 4 5 N/A

H.2) Works to proactively articulate District goals, plans, and challenges to the public.

1 2 3 4 5 N/A

H.3) Takes a leadership role in envisioning and articulating the future of the District.

1 2 3 4 5 N/A

Topic #2 - Community Involvement

H.4) Actively disseminates District information to the public in electronic, printed, and verbal form.

1 2 3 4 5 N/A

H.5) Represents the School District at public gatherings.

1 2 3 4 5 N/A

H.6) Encourages the exchange of ideas for District improvement among all stakeholders.

1 2 3 4 5 N/A

Comments on Domain H: Communications and Community Relations

Adopted: January 8, 2020
Revised: December 7, 2022