

SUPERINTENDENT EVALUATION  
**FOR REDACTION – FIRST READING DECEMBER 18, 2019**  
SUPERINTENDENT EVALUATION AND  
SUMMARY APPRAISAL REPORT

Superintendent: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Board Member: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Evaluation of the Superintendent shall be conducted in such manner as to:

- Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent’s professional growth and development;
- Help the Board evaluate its work in planning the educational program in this community;
- Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication;
- Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations;
- Enhance the Board/Superintendent work as a unified team.

**Rating Scale:**

*5-Consistently Exceeds Expectations*

*4-Exceeds Expectations*

*3-Satisfactory*

*2-Needs Improvement*

*1-Unsatisfactory*

**Performance Area #1:**

**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.

- \_\_\_\_\_4) Involves faculty, administrators and stakeholders in the enhancement and development of curriculum, to ensure alignment of curriculum, instruction and assessment.
- \_\_\_\_\_5) Provides curriculum guidance, leadership, and participates in instruction and assessment design and implementation.

**B. Planning and Organization**

- \_\_\_\_\_1) Provides for comprehensive planning in all district functions.
- \_\_\_\_\_2) Implements defined procedures for 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.
- \_\_\_\_\_2) Establishes a communication system to ensure dissemination of information and feedback between administration and staff.
- \_\_\_\_\_3) Ensures effective communication of performance expectations to our district staff.
- \_\_\_\_\_4) Fosters a positive working atmosphere.

**Comments:**

**FOR REACTION**

**Rating Scale:**

*5-Consistently Exceeds Expectations*

*4-Exceeds Expectations*

*3-Satisfactory*

*2-Needs Improvement*

*1-Unsatisfactory*

**Performance Area #2:**

**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 investment strategies, risk management, and cost-effective purchasing of goods and services.
- \_\_\_\_\_ 3) Provides systems for efficient use of facilities, transportation, maintenance, and food service operations.
- \_\_\_\_\_ 4) Provides strategic guidance on future facilities needs.
- \_\_\_\_\_ 5) Keeps current with administrators the CIP needs assessment on a yearly basis.
- \_\_\_\_\_ 6) Oversees the implementation of appropriate safety and security practices in the District.

**B. Personnel Management**

- \_\_\_\_\_ 1) Implements and monitors a system of recruiting and selection that results in personnel recommendations based on defined needs, goals and priorities.
- \_\_\_\_\_ 2) Implements and monitors a compensation system that results in equitable pay and benefits for employees.
- \_\_\_\_\_ 3) Ensures a performance evaluation system for all personnel that provides for recognition, goal development, and professional growth.
- \_\_\_\_\_ 4) Fosters a positive working atmosphere among faculty, administration, and stakeholders.
- \_\_\_\_\_ 5) Exerts strong educational leadership, develops a strong administrative team, and delegates responsibility.
- \_\_\_\_\_ 6) Monitors a professional development program that results in improved staff performance for improving student achievement.

- \_\_\_\_\_7) Capitalizes on the abilities and talents of the professional staff in curriculum, instruction and assessment.
- \_\_\_\_\_8) Facilitates two-way communication and interaction with staff members through sharing expectations and recognition of performance, and by fostering a productive and positive work environment.
- \_\_\_\_\_9) Gives fair and impartial treatment to all parties in a dispute.

**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:**

**For Redaction**

**Rating Scale:**

*5-Consistently Exceeds Expectations*

*4-Exceeds Expectations*

*3-Satisfactory*

*2-Needs Improvement*

*1-Unsatisfactory*

**Performance Area #3:**

**Relationship with Board** – The Superintendent maintains positive and productive working relationships with the Board.

**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.
- \_\_\_\_\_ 4) Provides strategic guidance and vision on educational issues.

**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**

- \_\_\_\_\_ 1) Responds to Board and community needs
- \_\_\_\_\_ 2) Maintains positive working relationships with the Board and community.
- \_\_\_\_\_ 3) Offers professional advice and states his/her professional convictions in matters before the Board.
- \_\_\_\_\_ 4) Utilizes the strengths of individual Board members and the Board itself in the decision-making process.
- \_\_\_\_\_ 5) Communicates the concerns of employee groups to the Board and responds to the employees in a timely fashion.

**D. Board Goals/Objectives**

- \_\_\_\_\_ 1) Assists Board in the development of attainable goals and objectives.
- \_\_\_\_\_ 2) Develops effective programs/procedures with the Board to achieve both yearly and long term goals within established time frames.
- \_\_\_\_\_ 3) Through the use of strategic planning, assists the Board with ongoing five-year planning.

**Comments:**

**For Redaction**

**Rating Scale:**

*5-Consistently Exceeds Expectations*

*4-Exceeds Expectations*

*3-Satisfactory*

*2-Needs Improvement*

*1-Unsatisfactory*

**Performance Area #4:**

**Community Relations/Communication**– The Superintendent maintains a positive and productive relationship with the community.

- \_\_\_\_\_ 1) Facilitates communication within the community about School Board actions and policy; School District needs and successes.
- \_\_\_\_\_ 2) Seeks meaningful community involvement in the establishment, implementation and evaluation of district-wide goals, objectives, priorities and programs.
- \_\_\_\_\_ 3) Solicits input from interested groups and individuals in the decision-making process and studies concerns of individuals and/or community.
- \_\_\_\_\_ 4) Monitors a system for effective communication between schools and community to maintain support of the community for School District operations.
- \_\_\_\_\_ 5) Maintains a cooperative relationship with the news media.

**Comments:**

**FOR REVISION**

**Rating Scale:**

*5-Consistently Exceeds Expectations*

*4-Exceeds Expectations*

*3-Satisfactory*

*2-Needs Improvement*

*1-Unsatisfactory*

**Performance Area #5:**

**Negotiations** – This performance area requires the Superintendent to provide technical advice to the Board during labor negotiations, to understand and effectively administer negotiated labor contracts and to keep abreast of legislative changes affecting the collective bargaining process.

\_\_\_\_\_1) Develop bargaining strategies based upon bargaining laws and processes.

\_\_\_\_\_2) Identify contract language issues and propose modifications.

\_\_\_\_\_3) Participate in the collective bargaining processes as determined by the Board.

\_\_\_\_\_4) Establish productive relationships with bargaining groups while managing contracts effectively.

**Comments:**

Adopted: April 18, 2002

Revised: October 21, 2009

Renamed CBIA-R: August 29, 2012