

2018 Superintendent Evaluation

One of the annual responsibilities of the school board is to provide a detailed evaluation of the superintendent's job performance. This provides the constructive feedback necessary to promote a productive and growth-oriented mindset. Evaluation results are to be submitted to the Chairman, who will synthesize results before presenting them to the superintendent. 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-not demonstrated* 2-needs improvement* 3-meets expectations 4-exceeds expectations 5-exemplary*

*If you choose a rating of *needs improvement*, *not demonstrated*, or *exemplary*, 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: _____

Evaluation should be dropped off at the SAU office in a sealed envelope addressed to the Chairman of the Board by August 22, 2018.

Domain A: Administration and Leadership

Topic #1 - School Board Relations

- Assists the board in developing clear policies that meet federal and state requirements.

1 2 3 4 5 N/A

- Regularly attends board meetings and participates in agenda preparation.

1 2 3 4 5 N/A

- Informs board regularly about the business of the district.

1 2 3 4 5 N/A

- 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

- Provides the board with reports and information that enable the board to understand district operations.

1 2 3 4 5 N/A

- 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

- Meets deadlines and follows up on commitments and assignments.

1 2 3 4 5 N/A

- Maintains a positive working relationship with the board.

1 2 3 4 5 N/A

- Utilizes the strengths of board members in the decision-making process.

1 2 3 4 5 N/A

Comments regarding *School Board Relations* ratings:

Topic #2 - School Administration

- Selects and manages all SAU office personnel.

1 2 3 4 5 N/A

- Oversees preparation of annual school district report, warrants and postings.

1 2 3 4 5 N/A

Comments regarding *School Administration* ratings:

Topic #3 - Legal Issues

- Consults with legal counsel as requested by the school board concerning legal issues facing the district.

1 2 3 4 5 N/A

- Advises the school board regarding legal issues related to education.

1 2 3 4 5 N/A

Comments regarding *Legal Issues* ratings:

Topic #4 - Future Planning

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

1 2 3 4 5 N/A

- Uses district performance data systemically in developing recommendations and making decisions on instructional and support programs.

1 2 3 4 5 N/A

- Actively works on 5-year strategic plan and district goal setting.

1 2 3 4 5 N/A

Comments regarding *Future Planning* ratings:

Topic #5 - Evaluation and Assessment

- Uses appropriate data to monitor benchmarks for student success as established by board.

1 2 3 4 5 N/A

- Seek continuous improvement utilizing research-based assessment and evaluation of educational programs.

1 2 3 4 5 N/A

Comments regarding *Evaluation and Assessment* ratings:

Domain B: Finance

Topic #1 - Budget Development

- Prepares budget recommendations based on district priorities and available resources, while keeping in mind the communities' fiscal challenges.

1 2 3 4 5 N/A

- Explains funding needs adequately and transparently.

1 2 3 4 5 N/A

- Provides professional guidance for a budget that reflects district goals for student achievement.

1 2 3 4 5 N/A

Comments regarding *Budget Development* ratings:

Topic #2 - Fiscal Services

- Effectively oversees the business administrator.

1 2 3 4 5 N/A

- Ensures finances are managed in accordance with applicable accounting standards.

1 2 3 4 5 N/A

- Effectively implements audit recommendations.

1 2 3 4 5 N/A

- Ensures district expenses did not exceed revenue.

1 2 3 4 5 N/A

- Makes timely recommendations for adequate funding, providing appropriate information to the board.

1 2 3 4 5 N/A

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

1 2 3 4 5 N/A

Comments regarding *Fiscal Services* ratings:

Domain C: Personnel

Topic #1 - Personnel Administration

- 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

- Develops and executes sound personnel policies and practices fairly and consistently.

1 2 3 4 5 N/A

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

1 2 3 4 5 N/A

- Communicates staff concerns and suggestions to the board.

1 2 3 4 5 N/A

Comments regarding *Personnel Administration* ratings:

Topic #2 - Labor Relations

- Participates in the collective bargaining process as directed by the board.

1 2 3 4 5 N/A

- Manages labor contracts effectively.

1 2 3 4 5 N/A

- Handles staff grievances appropriately.

1 2 3 4 5 N/A

Comments regarding *Labor Relations* ratings:

Topic #3 - Staff Development

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

1 2 3 4 5 N/A

- Ensures consistent training for new staff members.

1 2 3 4 5 N/A

- Includes participation of faculty and staff in establishment of district goals, objectives, and programs.

1 2 3 4 5 N/A

Comments regarding *Staff Development* ratings:

Domain D: Curriculum and Instruction

Topic #1 - Curriculum Design and Review

- Uses district performance data systemically in developing recommendations for instructional programs.

1 2 3 4 5 N/A

- Ensures curriculum is aligned to assessment and that outcomes are consistently measured.

1 2 3 4 5 N/A

Comments regarding *Curriculum Design and Review* ratings:

Topic #2 – Student Assessment

- Uses effective methods of providing, monitoring, evaluating, and reporting student achievement and outcomes.

1 2 3 4 5 N/A

- Uses data for future planning and improvement.

1 2 3 4 5 N/A

- Measurable goals are regularly monitored and reported out to the board.

1 2 3 4 5 N/A

Comments regarding for *Student Assessment* ratings:

Topic #3 - Training and Development

- Ensures administrator and teacher training aligns to student academic performance goals.

1 2 3 4 5 N/A

Comments regarding *Training and Development* ratings :

Topic #4 - Instructional Improvement

- Provides leadership to principals in meeting school performance goals.

1 2 3 4 5 N/A

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

1 2 3 4 5 N/A

Comments regarding *Instructional Improvement* ratings :

Domain E: Maintenance and Capital Improvements

Topic #1 - Planning and Construction

- 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

- Works with administrators to keep the board informed of facility concerns and necessary repairs.

1 2 3 4 5 N/A

Comments regarding *Planning and Construction* ratings :

Topic #2 - Coordination of Maintenance

- Ensures all buildings meet safety, health, and construction codes.

1 2 3 4 5 N/A

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

1 2 3 4 5 N/A

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

1 2 3 4 5 N/A

Comments regarding *Coordination of Maintenance* ratings :

Domain F: Student Services

Topic #1 - Special Education

- Ensures the Director of Student services upholds all laws and regulations.

1 2 3 4 5 N/A

- Makes policy recommendations to the board to ensure compliance with special education requirements.

1 2 3 4 5 N/A

Comments regarding *Special Education* ratings :

Topic #2 - Tuition and Residency

- Monitors tuition agreements and residency and recommends any necessary policy changes to the board.

1 2 3 4 5 N/A

- Ensure tuition agreements are appropriately negotiated and executed.

1 2 3 4 5 N/A

Comments regarding *Tuition and Residency* ratings

Topic #3 - Transportation and Food Service

- 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

Comments regarding *Transportation and Food Service* ratings :

Topic #4 - Student Management

- Ensures student discipline is administered consistently and equitably.

1 2 3 4 5 N/A

- Promotes recognition for student achievement.

1 2 3 4 5 N/A

- Prepares necessary documentation for board in event that a discipline issue escalates to board level.

1 2 3 4 5 N/A

Comments regarding *Student Management* ratings :

Domain G: Communications and Community Relations

Topic #1 - Articulation and Vision

- Works with community members to promote district goals.

1 2 3 4 5 N/A

- Works to pro-actively articulate district goals, plans, and challenges to the public.

1 2 3 4 5 N/A

- Takes a leadership role in envisioning and articulating the future of the district.

1 2 3 4 5 N/A

Comments regarding *Articulation and Vision* ratings :

Topic #2 - Community Involvement

- Actively disseminates district information to the public in electronic, printed, and verbal form.

1 2 3 4 5 N/A

- Represents the school district at public gatherings.

1 2 3 4 5 N/A

- Encourages the exchange of ideas for district improvement among all stakeholders.

1 2 3 4 5 N/A

Comments regarding *Community Involvement* ratings :
