

WHOLE BOARD EVAL 4-22-10

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BOARD OF EDUCATION
EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

Confidential
From: To:

I. Purpose of the Evaluation

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his/her job description.
- B. Communicate those conclusions to the Superintendent providing counsel and direction to him/her.
- C. Enhance the working relationship between the Board of Education and the Superintendent.
- D. Promote the professional development and growth of the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

II. Procedures

A. Time:

The annual evaluation shall be conducted in conjunction with the Board's self evaluation.

B. Methodology:

- 1. Board members will complete the instrument as individuals.
- 2. The Board of Education shall meet as a whole to review and discuss individual inputs. The Board shall reach a consensus, and the Board president will complete a summary document.
- 3. The Board of Education shall meet with the Superintendent in executive session to discuss the summary document and modify as appropriate.
- 4. The Superintendent and the Board president will sign the modified document as an indication that the document has been reviewed. A copy will be placed in the Superintendent's personnel folder and a copy given to the Superintendent.

EVALUATION OF THE SUPERINTENDENT

(evaluation instrument)

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/her 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/her immediate attention.

AREAS OF RESPONSIBILITY

A. EDUCATIONAL PROGRAM AND PLANNING

- 4 1. Understands and keeps informed regarding all aspects of the instructional program.
- 5 2. Organizes and actively encourages a planned program of curriculum evaluation and improvement.
- 5 3. Has provided for a system of measurement and goals for students and curriculum.
- 4 4. Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.
- 4 5. Anticipates needs.

Comments:

B. RELATIONSHIP WITH THE BOARD OF EDUCATION

- 4 6. Provides timely, adequate information and agenda planning.
- 4 7. Supports Board policy and actions to the public and staff.
- 4 8. Executes Board policy in a positive and responsive manner.
- 4 9. Handles differences of opinion between Board members and himself/herself in an effective manner.
- 4 10. Engenders trust among Board members, staff, and the community.

Comments:

C. PERSONNEL

- 4 11. Recommends for employment the best candidate, utilizing equal opportunity standards.
- 4 12. Makes effective use of the skills of the administrative staff.
- 4 13. Supports his/her staff while demanding their best efforts.
- 4 14. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.
- 5 15. Practices effective operations with Education Law, the District's attorney and the Courts

Comments:

D. BUSINESS AND FINANCIAL MANAGEMENT

- 4 16. Plans budget information in terms of educational priorities.
- 4 17. Oversees budget operations with the Board in a clear, effective manner.
- 4 18. Evaluates needs and recommends adequate financing.
- 3 19. Provides adequate data to support budgetary requests.
- 4 20. Controls expenditures of district funds by committing them only after approval by the Board of Education.

Comments:

E. COMMUNITY RELATIONSHIPS

- 4 21. Gains support and respect of the community on the conduct of the school operations.
- 4 22. Maintains a cooperative relationship with the print and visual media.
- 4 23. Participates actively in community life and affairs.
- 4 24. Provides educational leadership to the community.
- 4 25. Works well with other districts police and other municipal governments.

Comments:

F. INDIVIDUAL CHARACTERISTICS

- 4 26. Uses good judgment.
- 4 27. Has emotional stability and poise.
- 5 28. Demonstrates high standards of ethics.
- 4 29. Works fairly with all groups.
- 4 30. Maintains principles under pressure.

Comments:

G. JOB RELATED CHARACTERISTICS

- 5 31. Speaks and writes effectively.
- 5 32. Acts in a decisive manner.
- 4 33. Demonstrates creativity.
- 4 34. Utilizes effective, problem solving techniques.
- 5 35. Maintains his/her professional development by reading, conference attendance, work on professional - committees and professional organizations.

Comments:

H. OVERALL EFFECTIVENESS SUMMARY STATEMENT:

I. SUGGESTIONS FOR CHANGE OR IMPROVEMENT:

