

SUPERINTENDENT EVALUATION FORM

Please rate the Superintendent on each of the following items using this scale:

- E - Excellent**
- S - Satisfactory**
- C - Concern**
- DK - Don't Know**

1. GOALS AND OBJECTIVES

- | | | | | |
|---|---|---|---|----|
| A. In cooperation with the Board and Administrative Team adopts long and short-range goals and objectives for the district. | E | S | C | DK |
| B. Evaluates the progress of established goals on a systematic basis. | E | S | C | DK |

Comments:

2. ORGANIZATION

- | | | | | |
|---|---|---|---|----|
| A. Organizes work materials and personnel to provide maximum efficient use. | E | S | C | DK |
| B. Makes short-range plans to accomplish needed action. | E | S | C | DK |
| C. Anticipates future needs and acts to meet those needs in an orderly way. | E | S | C | DK |

Comments:

3. PROBLEM SOLVING

- | | | | | |
|---|---|---|---|----|
| A. Searches for and recognizes appropriate solutions to problems. | E | S | C | DK |
| B. Perceives essentials of a problem. | E | S | C | DK |

Comments:

4. LEADERSHIP

A. Takes the lead in starting needed action.	E	S	C	DK
B. Makes impartial decisions.	E	S	C	DK
C. Makes decisions readily after considering alternatives.	E	S	C	DK
D. Is dependable in following through on decisions.	E	S	C	DK
E. Open to new approaches to situations.	E	S	C	DK

Comments:

5. DELEGATION

A. Appropriately assigns tasks to subordinates.	E	S	C	DK
B. Accepts responsibility for personal actions and for actions of subordinates.	E	S	C	DK

Comments:

6. RELATIONSHIP WITH THE BOARD

A. Prepares agenda and other meeting materials in cooperation with the board president.	E	S	C	DK
B. Attends and participates appropriately in all meetings of the board.	E	S	C	DK
B. Keeps the board informed on issues, needs and operations of the school system.	E	S	C	DK
C. Informs the board on policies and items requiring board action, with recommendations based on thorough study and analysis.	E	S	C	DK
E. Interprets and executes the board's policies.	E	S	C	DK
F. Supports board policy and action to the board, staff and community.	E	S	C	DK

Comments:

7. PERSONNEL

- | | | | | |
|--|---|---|---|----|
| A. Recruits and assigns the best available personnel in terms of their competencies. | E | S | C | DK |
| B. Develops and executes sound personnel policies and practices. | E | S | C | DK |
| C. Develops salary schedules for all personnel in conjunction with the board negotiations committee. | E | S | C | DK |
| D. Accepts responsibility for maintaining liaison between the board and personnel; works toward understanding between the staff and the board. | E | S | C | DK |
| E. Conducts and coordinates a staff evaluation program; works with supervised employees in a timely and constructive way to point out deficiencies and increase effectiveness. | E | S | C | DK |

Comments:

8. EDUCATIONAL LEADERSHIP

- | | | | | |
|---|---|---|---|----|
| A. Understands and keeps informed regarding all aspects of the instructional program. | E | S | C | DK |
| B. Participates with staff, board and community in studying and developing program improvement. | E | S | C | DK |
| C. Maintain a program of curriculum evaluation, improvement and goal setting. | E | S | C | DK |
| D. Schedules curriculum study area reports to board. | E | S | C | DK |

Comments:

9. BUSINESS AND FINANCE

- | | | | | |
|--|---|---|---|----|
| A. Evaluates financial needs and makes recommendations for adequate financing. | E | S | C | DK |
| C. Determines that funds are spent in accordance with the adopted budget. | E | S | C | DK |
| D. Determines that adequate accounting procedures and records are maintained. | E | S | C | DK |
| E. Keeps informed on the school plant, facilities, equipment and supplies. | E | S | C | DK |

Comments:

10. COMMUNICATION

- | | | | | |
|---|---|---|---|----|
| A. Speaks effectively, expressing ideas in a logical and forthright manner. | E | S | C | DK |
| B. Prepares and submits timely and accurate reports required by the board, federal and state agencies. | E | S | C | DK |
| C. Responds to questions and requests; actively listens to a conversation or discussion; shares information, openly and frequently. | E | S | C | DK |

Comments:

11. RELATIONSHIP WITH THE COMMUNITY

- | | | | | |
|---|---|---|---|----|
| A. Develops cooperative relationships with parents and patrons. | E | S | C | DK |
| B. Develops cooperative relationships with news media. | E | S | C | DK |
| C. Works effectively with public and private agencies. | E | S | C | DK |

Comments:

12. PROFESSIONAL GROWTH

- | | | | | |
|---|---|---|---|----|
| A. Maintains professional development by reading, taking courses, attending conferences, working on professional committees and visiting other districts. | E | S | C | DK |
| B. Supports staff development through in-service education and other programs of professional development. | E | S | C | DK |

Comments:

13. PERSONAL ATTRIBUTES

- | | | | | |
|--|---|---|---|----|
| A. Maintains the health and energy necessary to meet the responsibilities of the position. | E | S | C | DK |
| B. Maintains neat appearance and is well groomed. | E | S | C | DK |

Comments:

**REVIEW OF PREVIOUS YEAR'S BOARD GOALS
(Details Available on Board Goals on the Webpage)**

1. Share and/or expand opportunities for people in two districts.

Status: Completed In Progress Action Deferred

Comments:

2. Explore strategies to increase student enrollment.

Status: Completed In Progress Action Deferred

Comments:

3. Maintain technology to support quality education opportunities for school/community.

Status: Completed In Progress Action Deferred

Comments:

SUMMARY

What are the three strongest areas of the superintendent's performance during the past year?

1)

2)

3)

What are the three most in need of improvement areas during the coming year?

1)

2)

3)

President's Signature

Superintendent's Signature

Date_____

Date_____