

Superintendent Evaluation October 2011

1. * Relationship with the Board

Keeps the Board informed
Provides adequate meeting materials and background information
Answers Board questions thoroughly
Invites Board participation in District activities
Assist in the development, recommendation, and administration of Board policies
Contributes to a climate of teamwork
Encourages Board development
Works with the Board to establish goals and plans for the future
Openly accepts Board input and is responsive to Board directions

- Highly Effective
 Effective
 Minimally Effective
 Ineffective

2. * Community Relations

Projects a positive image of the school district
Seeks 2 way communication with all groups
Seeks input from the community
Maintains good media relations
Encourages collaborative relationships with business, industry, government and labor
Is "approachable" by members of the community
Prepares quality annual reports and shares it with the community
Demonstrates good listening skills
Is trustworthy

- Highly Effective
 Effective
 Minimally Effective
 Ineffective

3. * Superintendent/Staff Relations

Establishes internal communication systems
Demonstrates impartiality in personnel matters
Develops sound personnel practices
Ensure timely evaluation of personnel
Shows concern for the welfare of the staff

Delegates both responsibility and authority
Provides staff recognition for contribution towards goals
Recruits competent staff
Establishes staff development programs
Promotes sound collective bargaining relations
Involves the staff in strategic planning
Fosters team spirit and is "a part of the team"
Visits buildings on a regular basis

- Highly Effective
- Effective
- Minimally Effective
- Ineffective

4. * **Business and Finance**

Recommends appropriate budgets to the Board
Recommends appropriate budget revisions to the Board
Insures complete financial controls/audits
Regularly reports to the Board on district budgets and finances
Informs the Board on current or proposed funding issues
Develops facilities management plans and procedures
Seeks alternative funding sources
Supervises facilities improvement
Demonstrates inclusion of administrative staffing budget process and ongoing financial issues
Develops a fair distribution of resources between various district programs

- Highly Effective
- Effective
- Minimally Effective
- Ineffective

5. * **Educational Leadership**

Projects a strong leadership image
Demonstrates enthusiasm in carrying out job responsibilities
Demonstrates knowledge of the procedural aspects of the job
Seeks to learn and improve
Keeps focus on student achievement
Demonstrates awareness and implements current research and best practices
Responds to external and internal customer needs
Facilitates development and implementation of long and short term educational goals for the district
Encourages staff to improve skills as needed
Is working on the creation of a dynamic and responsive curriculum

- Highly Effective

- Effective
- Minimally Effective
- Ineffective

6. * **Personal Qualities**

Elicits respect in the community
Accepts constructive criticism and responds appropriately
Writes and speaks clearly and effectively
Is assertive, but tactful
Maintains poise and composure in the face of crisis and criticism
Is business like and professional in appearance
Projects a caring attitude
Displays a sense of humor
Demonstrates emotional control

- Highly Effective
- Effective
- Minimally Effective
- Ineffective

7. * **Achievement of Goals Determined by the Board of Education**

Works with the Board to establish goals for action- and then makes a concerted effort to accomplish such goals
Establishes direct communication links with the parents and community members (community outreach)

- Highly Effective
- Effective
- Minimally Effective
- Ineffective

8. * Please list any additional information you wish to share with the Superintendent or clarifications on the ratings marked in the 7 questions provided.

Submit