

Superintendent Evaluation
Frenchman School District RE-3

Name: _____ Date _____ Board Member _____

Appraisal Period: From _____ To _____

Listed below are ten performance responsibilities involved in/with the position of superintendent. After each responsibility, performance indicators are listed. Rate each performance by circling the appropriate response and/or you may use the comment area below each responsibility to evaluate the superintendent. Please feel free to use one or the other or both ways to evaluate.

Evaluation code: Use the number that best described extent of achievement.

- 1 Indicates unacceptable performance.
- 2 Indicates improvement needed.
- 3 Indicates meets expectations.
- 4 Indicates very good performance.
- 5 Indicates outstanding performance.
- UA Unable to answer.

Under each of the ten main topics put an asterisk (*) by one or two of the sub-topics that you think are the most important area(s) of responsibility for the superintendent.

1. Provides leadership for the district’s educational programs, staff development programs, and curriculum development to provide the best learning environment for the students.

	Evaluation Codes Low – High	Priority (*)
1.1 Coordinates appropriate staff development procedures and programs	1 2 3 4 5 UA	
1.2 Encourages development, cooperation, and sharing of educational programs with other districts	1 2 3 4 5 UA	
1.3 Provides for the educational needs of children. Ex: handicapped and gifted.	1 2 3 4 5 UA	
1.4 Possesses familiarity and knowledge of federal programs in education (Title 1, IDEA, Block Grant, NCLB, Title II, etc)	1 2 3 4 5 UA	

Comments:

- 2. Informs and advises the board about programs, practices, and problems of the schools, and keeps the board informed of the activities operating under the board’s authority.
- 2.1 Provides reports for school board meeting 1 2 3 4 5 UA
- 2.2 Provides ample information to enable all board members to make a decision 1 2 3 4 5 UA
- 2.3 Communicates and interacts appropriately with all school board members and answers questions promptly 1 2 3 4 5 UA
- 2.4 Is open and up front with all members of the school board 1 2 3 4 5 UA
- 2.5 Is timely and thorough in making presentations and recommendations to the board 1 2 3 4 5 UA

Comments:

- 3. Defines educational needs of the district to the school board, recommending need for new or revised policies, and staffing recommendations for board decisions.
- 3.1 Informs school board of district educational needs 1 2 3 4 5 UA
- 3.2 Is knowledgeable in curricular and instructional trends and developments 1 2 3 4 5 UA
- 3.3 Advises the board on the need for new policies 1 2 3 4 5 UA
- 3.4 Assists the board in reviewing present policies and revising them as needed 1 2 3 4 5 UA
- 3.5 Implements and administers adopted policies of the board 1 2 3 4 5 UA
- 3.6 Assists in the hiring of staff to meet the needs of the district in the following areas: recruitment, terms and conditions of employments, professional

growth and termination

Comments:

4. Acts as liaison between the community and the school district and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices to keep them informed and involved with the school activities.

4.1 Maintains effective relationship with the media 1 2 3 4 5 UA

4.2 Maintains effective working relationship with state department 1 2 3 4 5 UA

4.3 Seeks ways to involve parents, students, and the community in the schools 1 2 3 4 5 UA

4.4 Emphasizes the need for effective school and community communication 1 2 3 4 5 UA

Comments:

5. Oversees all financial operations of the district and prepares, presents, and recommends the various budgets to the school board.

5.1 Has knowledge of finance and budgeting. 1 2 3 4 5 UA

5.2 Is effective in supervision and management of business and fiscal affairs 1 2 3 4 5 UA

5.3 Prepares annual budget for board approval 1 2 3 4 5 UA

5.4 Prepares projections of the district’s future financial position 1 2 3 4 5 UA

5.5 Supervises annual final reports and audit 1 2 3 4 5 UA

Comments:

- 6. Interprets staff proposals to the board and recommends adjustments of employee policies and salary structures.
- 6.1 Assists and advises school board in contractual negotiations 1 2 3 4 5 UA
- 6.2 Monitors the progress of negotiations with all bargaining units 1 2 3 4 5 UA
- 6.3 Administers master agreements with employees bargaining units 1 2 3 4 5 UA
- 6.4 Has a favorable working relationship with school districts employees 1 2 3 4 5 UA
- 6.5 Provides a positive and open atmosphere in which dialogue may occur 1 2 3 4 5 UA
- 6.6 Shows an interest in what others on the staff are doing 1 2 3 4 5 UA

Comments:

- 7. Institutes planning process, including short-term and long-term planning, district goals, and instructional goals.
- 7.1 Assists the board in the process of establishing district goals. 1 2 3 4 5 UA
- 7.2 Recommends efficient procedures and effective controls for all expenditures of school funds relative to district goals. 1 2 3 4 5 UA
- 7.3 Anticipates changes in student enrollment and provides recommendations and plans to the board concerning staff and facility needs. 1 2 3 4 5 UA
- 7.4 Provides recommendations to the board regarding educational programs consistent with district goals 1 2 3 4 5 UA

Comments:

8. Establishes and maintains good relationships with agencies and personnel outside the district in order to promote the best interest of the district through contact with legislators and superintendents, local governmental leaders, etc.

8.1 Maintains good relations with local governmental leaders 1 2 3 4 5 UA

8.2 Is effective in working with local legislators in advocating the local school board legislative agenda 1 2 3 4 5 UA

8.3 Maintains good relations with area superintendents 1 2 3 4 5 UA

Comments:

9. Maintains and improves effective board/superintendent relations by periodically reviewing and upgrading performances through joint seminars and training sessions.

9.1 Engages in activities to promote personal professional growth and development 1 2 3 4 5 UA

9.2 Encourages board members to attend local, state, and national conferences 1 2 3 4 5 UA

9.3 Maintains an active membership in professional organizations 1 2 3 4 5 UA

Comments:

10. Is ultimately accountable for all aspects of the school district operation.

- A. Nonlicensed staff contract management
- B. Nonlicensed staff supervision
- C. Building and grounds maintenance
- D. School building operation/instruction and activities
- E. Special education
- F. Transportation
- G. Technology
- H. Student assistance
- I. Community education, including recreation and preschool
- J. Summer school

10.1 Delegates responsibilities and authority to subordinates as appropriate 1 2 3 4 5 UA

10.2 Defines authority and area of responsibility for staff 1 2 3 4 5 UA

Comments:



The above evaluation has been completed by individual Board Members. This document is the combined average score and will be placed in the Superintendent’s file once it has been approved at a School Board meeting. In the event that the school board determines that the performance of the superintendent is unsatisfactory, it shall describe in writing, the specifics of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the school board deems performance to be unsatisfactory. The superintendent shall have the right to make a written reaction or response to the evaluation. This response shall be proved to the school board and shall also be placed in the superintendent’s personnel file. Upon request of the superintendent, the school board, or its representative, shall meet with the superintendent within thirty (30) days of such request to discuss the evaluation(s).

We have meet and discussed the above evaluation.

Superintendent/Date

Board Chair/Date