

## 2016 SUPERINTENDENT/ASSISTANT SUPERINTENDENT EVALUATION

Instructions: This evaluation is comprised of 5 general categories with 6- 10 statements per category. Please select one rating (4, 3, 2 or 1) for each statement. Additional miscellaneous comments may be submitted in the space at the end of the section. The four choices for ratings are

- 4: Distinguished: Exceeds expectations
- 3: Proficient: Meets expectations
- 2: Needs Improvement: Needs to work on improving performance
- 1: Failing: Performance is clearly below acceptable level

General Characteristics	1	2	3	4	N/A
1. Keeps the School Directors informed on problems, solutions and the general operations of the school system.					
2. Constructively handles disagreement with the School Directors on policy decisions.					
3. Demonstrates the initiative and persistence needed to accomplish goals and objectives					
4. Creates a feeling of unity and enthusiasm among those in contact with the superintendent					
5. Demonstrates ability to work with members of the school directors, administrative team, teachers, students and parents and earns their respect					
6. Shows a willingness to try new approaches or methods.					
7. Strives to create and maintain a professional and trustworthy relationship between the school directors and superintendent.					
8. Keeps the School Directors informed on problems, solutions and the general operations of the school system.					
9. Empowers staff to be solutions driven.					

Comments:

Adopted: 10-15-2016

Revised: \_\_\_\_\_

Student Achievement	1	2	3	4	N/A
1. Routinely shares examples of specific leadership, teaching, and curriculum strategies that are associated with improved student achievement.					
2. Works with staff, school directors, and community to develop curriculum improvements					
3. Demonstrates the ability to implement educational innovations and successful curriculum changes which improve the educational program.					
4. Promotes staff development activities appropriate to meet the goals of the district.					
5. Encourages high personal expectations in the performance of all personnel and students.					
6. Uses student achievement data to make instructional leadership decisions.					
7. Understanding of present levels of student performance based on consistent assessments that reflect state and national academic standards					
8. Decision in teacher assignments, course content, schedules, and student curriculum based on specific needs for improved student achievement.					
9. Organizes a planned program of curriculum evaluation and assessment.					
10. Provides positive, responsible leadership for coordination, development and support of the educational program.					

Comments:

Adopted: 10-15-2016  
 Revised: \_\_\_\_\_

<b>Faculty Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
1. Demonstrates positive professional relationship with district personnel.					
2. Understands teachers' and administrative staff's proficiencies and needs for further development.					
3. Empowers people throughout the district to be leaders, problem solvers, and effective decision makers.					
4. Developing strong assistant administrators who are capable of immediately assuming leadership responsibility within the schools and administrative offices.					
5. Encourages use of research and creativity among employees.					
6. Effectively implements and monitors the performance of leadership team.					

Comments:

Adopted: 10-15-2016

Revised: \_\_\_\_\_

<b>Operations and Budget</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
1. Decisions are well-defined, objective, timely and lead to successful and practical results.					
2. Objectively evaluates programs, practices and personnel.					
3. Has working knowledge of operational/maintenance issues and has generated short and long-term solutions.					
4. Effectively manages the operating budget so that the district operates without a deficit.					
5. Develops a timely budget that supports student achievement.					
6. Effectively advocates for the budget with stakeholders (parents, community, school board).					

Comments:

Adopted: 10-15-2016

Revised: \_\_\_\_\_

Communications	1	2	3	4	N/A
1. Establishes open communication with students, staff, school directors and parents.					
2. Strives to build effective relationships between the community, surrounding school districts, businesses and the district.					
3. Strives to develop cooperative and effective relationships with news media.					
4. Is a visible presence at all schools and within the community.					
5. Uses technology to enhance communication with and among administrative staff, teachers, parents, students and community.					
6. Solicits parent and community input and commitment to district goals, policies and programs.					
7. Maintains liaison with local, state and federal legislators and educational leaders in an effort to accomplish improvements for the district					

Comments:

\_\_\_\_\_  
 Superintendent/Assistant Superintendent

Date: \_\_\_\_\_

\_\_\_\_\_  
 School Board President

Date: \_\_\_\_\_

Adopted: 10-15-2016

Revised: \_\_\_\_\_