

## **Superintendent Evaluation**

Through evaluation of the Superintendent, the Board shall strive to accomplish the following:

1. Clarify for the Superintendent his/her role as seen by the Board by defining objectives that will contribute to achievement of district wide goals.
2. Clarify for all Board members the role of the Superintendent in view of his/her job description and the immediate priority among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Develop positive communication and harmonious working relationships between the Board and Superintendent.
4. Provide administrative leadership of excellence for the school system including improvement of the instructional program and implementation of curricular programs.
5. Measure the Superintendent's professional growth and development and level of performance.

Please rate the Superintendent in the following areas: Rate on a scale of 1 to 5. Consider that 1 is very low and 5 is very high. 3 will be considered average.

### **1. Operations**

- \_\_\_\_\_ a. Manage the work of all personnel in planning and program development and direct all activities of the school district. The Superintendent may delegate these responsibilities, together with appropriate authority, but he may not relinquish his ultimate responsibility for results or any portion of his accountability.
- \_\_\_\_\_ b. Manage the development of long and short range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
- \_\_\_\_\_ c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district.

- \_\_\_\_\_ d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- \_\_\_\_\_ e. Report to the Board the progress and status of the programs and activities of the school district.
- \_\_\_\_\_ f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.

## **2. Personnel**

- \_\_\_\_\_ a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation and salary administration for the school district.
- \_\_\_\_\_ b. Insure the maintenance of an adequate staff personnel throughout the school district.
- \_\_\_\_\_ c. Recommend to the Board the selection, employment, assignments, transfer and suspension of all personnel.
- \_\_\_\_\_ d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- \_\_\_\_\_ e. Recommend salary increases and salary adjustments for all personnel.
- \_\_\_\_\_ f. Develop and recommend to the Board job classifications for all new positions.

## **3. Finances**

- \_\_\_\_\_ a. Direct the development of the annual budget of the school district.
- \_\_\_\_\_ b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.

- \_\_\_\_\_ c. Provide for the overall management of the school district's financial activities and take appropriate action to insure that expenses are kept within the approved budgetary limits of the school district.
- \_\_\_\_\_ d. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

#### **4. Relationships**

- \_\_\_\_\_ a. Act as executive officer for the Board.
- \_\_\_\_\_ b. Act as professional adviser to the Board.
- \_\_\_\_\_ c. Attend meetings of the Board with the right to comment on all issues.
- \_\_\_\_\_ d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
- \_\_\_\_\_ e. Participate in the affairs of local, state, and national professional organizations.
- \_\_\_\_\_ f. Serve as a representative of the school system and the community at meetings on the local, state, and national level.
- \_\_\_\_\_ g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- \_\_\_\_\_ h. Establish and maintain such other relationships within and outside the school district as required to carry out his/her responsibility.

Keep one copy for yourself. Return the other to me. These will be kept confidential with no individual responses identified.

Revised: November 18, 2003  
Reviewed: October 20, 2015