

Series 200: Administration

**Evaluation of Superintendent
School Year - _____**

Superintendent: _____

Date of Evaluation: _____

Signature of Board Member

- 4 – Exceeds Expectations.
- 3 – Satisfactory – Results of job performance meets job description.
- 2 – Needs Improvement – Generally meets expectations with specific exceptions.
- 1 – Unsatisfactory – Job performance does not meet expectations

Consider each item separately and interpret the performance degree definitions only in the context of that item.

COMMENTS – Board members are encouraged to provide data or comments to support the performance standards.

1. LEADERSHIP AND DISTRICT CULTURE:	4	3	2	1	Comments (Optional)	Total	Total Average
1. Be actively involved in state, regional and national educational organizations, including leadership position, if so desired.							
2. Serve as the district’s spokesperson and advocate on state and national legislative and educational issues.							
3. Participate in classes, workshops and conferences to stay current on educational trends and issues and keep the Board and community informed on how these could impact the district.							
4. Keep the Board informed on matters or issues that impact the day-to-day operation of the district.							
5. Facilitate a process involving the Board, students, staff and community members that leads to the development of district goals.							
6. Promote academic excellence for staff and students.							
7. Build self-esteem in staff and students through recognition programs and activities that provide for a positive school climate.							
8. Facilitate cooperation with other governmental bodies and various constituencies.							
9. Respect and encourage diversity among people and programs.							
10. Exhibit creative problem solving and promote and model risk taking.							

COMMENTS:

2. POLICY AND GOVERNANCE	4	3	2	1	Comments (Optional)	Total	Total Average
1. Prepare the agenda and materials for Board meetings and distribute them to members in advance.							
2. Develop and supervise a process that provides for positive school climate with the appropriate procedures and rules for disciplining students.							
3. Recommend policies to the board that are consistent with state and federal laws and supervise their implementation.							
4. Facilitate the review of issues and alternative proposals with Board Committees prior to full Board action.							
5. Provide for activities and procedures that promote positive superintendent – Board interpersonal and working relationships.							
6. Adopt procedures to avoid civil and criminal liabilities for the district.							

COMMENTS:

3. COMMUNICATION AND COMMUNITY RELATIONS	4	3	2	1	Comments (Optional)	Total	Total Average
1. Develop channels of communication with school personnel, students and the community.							
2. Provide information to the Board at the request of a committee or the full board.							
3. Articulate the district's goals, decisions, and priorities to the community and media.							
4. Write and speak clearly.							
5. Demonstrate good listening skills.							
6. Involve himself/herself in community organizations and serve in leadership positions.							
7. Appreciate the political forces in the community and demonstrate the ability to build community support for district priorities.							
8. Utilize formal and informal techniques to determine the community perceptions of the district and its programs.							
9. Demonstrate conflict resolution skills, consensus building skills and the ability to bring about cooperative solutions.							
10. Identify, track address educational and community issues.							

COMMENTS:

4. ORGANIZATIONAL MANAGEMENT	4	3	2	1	Comments (Optional)	Total	Total Average
1. Oversee the development of and recommend the budget for review and approval by the Board.							
2. Present long range financial needs to the Board and assist the Board in interpreting the budget to the community and school personnel.							
3. Supervise the overall fiscal operations of the district.							
4. Make recommendations to the Board regarding facilities and building sites.							
5. Develop, implement and monitor change processes and organizational transitions.							
6. Utilize data and information in the decision making process.							
7. Develop procedures, rules and guidelines for the smooth and orderly operation of the school district.							
8. Oversee the management of auxiliary programs such as maintenance, transportation and food services.							
9. Use technology to enhance administration of business, support and educational systems.							
10. Advise the Board on legal issues regulations and codes that could impact the district and implement changes in the operations to maintain district compliance.							
11. Delegate authority and responsibility appropriately to members of the administrative team and staff.							
12. Allocate and manage resources effectively to ensure successful student learning.							

COMMENTS:

5. CURRICULUM PLANNING AND DEVELOPMENT	4	3	2	1	Comments (Optional)	Total	Total Average
1. Implement and supervise a process that periodically and effectively evaluates district programs.							
2. Utilize the expertise of the professional staff to develop curriculum and programs that meet the needs of the students and the wishes of the community.							
3. Explain learning theories, instruction strategies, educational goals and trends to the community.							
4. Develop a process that provides an appropriate curriculum for							

all children.

5. Maintain an effective staff development program to improve teacher performance.

225-Exhibit continued

6. Conduct assessments of the effectiveness of the educational program.

7. Promote the use of up-to-date technology in the instructional programs.

8. Align the district's curriculum with state standards and assessments.

9. Facilitate an effective Community Education Program.

COMMENTS:

6. INSTRUCTIONAL MANAGEMENT :

4 3 2 1 Comment: (Optional)

Total

Total Average

1. Provide programs of professional growth and improvement for all employees.

2. Visit the schools as often as other duties will permit and observe the practices being utilized in the classroom.

3. Recommend courses of study and instructional offerings to the Board and supervise the development of course outlines and selection of instructional materials

4. Develop and supervise the disciplinary process for students, including the expulsion of students.

5. Develop, implement, and monitor change processes to improve student learning and the climate for learning.

6. Formulate a program that effectively evaluates the instructional staff.

7. Provide a system that keeps parents well informed on the progress of their children.

8. Implement programs that meet the diverse educational needs of all children.

9. Supervise an effective student assessment and monitoring system.

COMMENTS:

7. HUMAN RESOURCES MANAGMENTS	4	3	2	1	Comments: (Optional)	Total	Total Average
1. Recommend to the Board the selection, employment, assignment, transfer, supervision and dismissal of all professional school employees.							
2. Supervise all personnel operations and the selection, employment, assignment, transfer, supervision and dismissal of all non-professional school employees.							
3. Supervise systems to evaluate all district staff and programs to improve staff performance.							
4. Serve as the Boards' spokesperson in negotiating labor contracts.							
5. Promote formal and informal communications with all staff.							
6. Recommend changes in organizational structure and staffing to the Board.							
7. Directly supervise members of the administrative cabinet.							
8. Participate in the evaluation of classroom teachers.							
9. Provide for a planned staff development program based on the needs of the staff.							
10. Manage all employee contracts and agreements and address grievances in the appropriate manner.							

COMMENTS

8. VALUES AND ETHICS OF LEADERSHIP

4 3 2 1 Comments: (Optional)

Total

Total Average

The superintendent will:

1. Model appropriate values, ethics and moral leadership in all interactions.
 2. Balance complex community demands in the best interest of the students.
 3. Recognize and be sensitive to the needs of a diverse constituency.
 4. Demonstrate initiative, loyalty and dedication.
 5. Promote the value of public education in a free and democratic society.
 6. Involve other community agencies to support each child in the district.
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COMMENTS:

225-Exhibit continued

OVERALL SUMMARY:

STRENGTHS:

AREAS IN NEED OF IMPROVEMENT:

SUGGESTIONS FOR IMPROVEMENT:

This evaluation was prepared by the Board Personnel Committee and reviewed by the full Board of Education and Superintendent at a meeting held on_____.

Superintendent

President

Adopted: November, 2000

Waunakee Community School District

Revised: August 2007