

**SUPERINTENDENT EVALUATION FORM**

Name of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments.

3 - Commendable                      2 - Meets Expectations                      1 - Needs Improvement

ADMINISTRATION 3   2   1

- 1. The superintendent exhibits strong educational leadership, develops a strong management team and delegates responsibility. \_\_\_\_\_
- 2. The superintendent achieves the board's goals and policies successfully. \_\_\_\_\_
- 3. The superintendent recommends for employment personnel who have proper certification and skills for the position. \_\_\_\_\_
- 4. The superintendent provides to the board and the general public an organized and informative annual report on the state of the district, describing goals, objectives, staff development, and student test scores. \_\_\_\_\_
- 5. The superintendent maintains communications with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. \_\_\_\_\_
- 6. Discipline – The superintendent works with staff to develop and communicate defined standards of conduct which encourage positive and productive behavior. \_\_\_\_\_
- 7. The superintendent provides written discipline policies to which students are expected to perform. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Rating for this Category

In the area of administration, what is the superintendent's strongest asset? \_\_\_\_\_

\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

\_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**INSTRUCTION**

3 2 1

- 1. The superintendent identifies and facilitates instruction and student achievement as the focal point of the school district. \_\_\_\_\_
- 2. The superintendent works with the staff to assure that all learners are involved in the learning process. \_\_\_\_\_
- 3. The superintendent provides needed resources for staff. \_\_\_\_\_
- 4. The superintendent works with staff to establish curriculum objectives, sequence and lesson objectives. \_\_\_\_\_
- 5. The superintendent maintains a working knowledge of current educational research, reports, and useful new concepts and shares that information with the board. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Rating for this Category

In the area of instruction, what is the superintendent's strongest asset? \_\_\_\_\_

\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

\_\_\_\_\_

**RELATIONSHIP WITH THE BOARD**

3 2 1

- 1. The superintendent works with the board in analyzing, planning, implementing, and evaluating policies. \_\_\_\_\_
- 2. The superintendent advises the board about issues, operations, the instructional program, and needs of the school system. \_\_\_\_\_
- 3. The superintendent maintains a harmonious working and professional relationship with members of the board. \_\_\_\_\_
- 4. The superintendent provides board members with reports and information that will enable them to sufficiently review the operations of the district. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

RELATIONSHIP WITH THE BOARD (Cont.)

3 2 1

- 5. The superintendent gives constructive advice and guidance to the board regarding opportunities for district improvement. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of board relationships, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

RELATIONSHIP WITH THE STAFF

3 2 1

- 1. The superintendent encourages the participation of faculty and staff in the establishment and implementation of district-wide goals, objectives, and programs.. \_\_\_\_\_
- 2. Learning Environment - The superintendent establishes and maintains rapport with staff and students, providing a pleasant, safe and orderly climate for learning. \_\_\_\_\_
- 3. The superintendent sets high expectations for staff. \_\_\_\_\_
- 4. The superintendent educates the staff to recognize and display the teaching criteria upon which evaluation is conducted. \_\_\_\_\_
- 5. The superintendent instills confidence and self-respect among staff. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

**SUPERINTENDENT EVALUATION FORM (Cont.)**

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**RELATIONSHIP WITH THE STAFF (Cont.)**

3 2 1

In the area of staff relationships, what is the superintendent's strongest asset? \_\_\_\_\_

\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

\_\_\_\_\_

**RELATIONSHIP WITH THE COMMUNITY**

3 2 1

1. The superintendent facilitates communication within the community through an effective public information program based on the needs and successes of the district. \_\_\_\_\_
2. The superintendent seeks meaningful community involvement in the establishment, implementations, and evaluations of district-wide goals, objectives, priorities, and programs. \_\_\_\_\_
3. The superintendent develops and maintains a cooperative relationship with the news media. \_\_\_\_\_
4. The superintendent understands and responds to the unique and changing needs of the community. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of community relationships, what is the superintendent's strongest asset? \_\_\_\_\_

\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

\_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**PERSONAL QUALITIES**

3 2 1

- 1. The superintendent defends professional principle and conviction in the face of pressure and partisan influences, yet is able to reasonably compromise. \_\_\_\_\_
- 2. The superintendent maintains high standards of ethics, honesty, and integrity in all matters. \_\_\_\_\_
- 3. The superintendent uses grammar effectively in dealing with staff members, the board, and the public. \_\_\_\_\_
- 4. The superintendent employs strong speaking skills before large and small groups, expressing ideas in a logical and forthright manner. \_\_\_\_\_
- 5. The superintendent welcomes questions and open discussion when presenting ideas. \_\_\_\_\_
- 6. The superintendent exercises good judgement and involves others as appropriate in the decision-making process. \_\_\_\_\_
- 7. The superintendent maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Rating for this Category

In the area of personal qualities, what is the superintendent's strongest asset? \_\_\_\_\_

\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_

\_\_\_\_\_

**FINANCIAL**

3 2 1

- 1. The superintendent keeps informed of the needs of the school programs—supplies, equipment, plant and facilities. \_\_\_\_\_
- 2. The superintendent assumes responsibility for the overall financial planning of the district, including short-term priorities and long range planning. \_\_\_\_\_

**SUPERINTENDENT EVALUATION FORM (Cont.)**

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

**FINANCIAL (Cont.)**

3 2 1

- 3. The superintendent coordinates the preparation of the annual budget utilizing teacher and staff input, and submits the budget to the board for input and approval. \_\_\_\_\_
- 4. The superintendent evaluates the district's financial needs and makes timely recommendations for adequate funding. \_\_\_\_\_
- 5. The superintendent ensures that funds are spent and invested wisely and that adequate controls and accounting are achieved. \_\_\_\_\_
- 6. The superintendent provides regular updates to the board regarding financial performance and current status of finances. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Rating for this Category

In the area of finances, what is the superintendent's strongest asset? \_\_\_\_\_  
\_\_\_\_\_

What specific area could be most improved? \_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_