

**Scurry-Rosser Independent School District  
 Superintendent Evaluation for James D. Sanders  
 (Worksheet)**

**CRITERIA (Board Policy BJCD)** - The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals and may at any time conduct and communicate oral evaluations to augment its written evaluations. The written evaluation shall be based on the Superintendent's job description found in Board Policy BJA and other criteria. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting. The process includes four parts: Statutory duties, responsibilities, and district goals/objectives. Educational performance information found in the annual Texas Academic Performance Report (TAPR) is included in part four.

**OBJECTIVES** - The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:

- Clarify to the Superintendent his role, as seen by the Board.
- Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- Develop and sustain a harmonious working relationship between the Board and the Superintendent.
- Ensure administrative leadership for excellence in the District.

Explanation of ratings for part I, II, and III:

<b>E</b> = Exceptional	Exceeds the expectation
<b>P</b> = Proficient	Meets the expectation
<b>N</b> = Needs Improvement	Does not meet the expectation

*Circle either E, P, or N for each of the descriptions below. Any items designated with an N (Needs Improvement) should include an explanation in the comments section.*

**I. STATUTORY DUTIES described in Board Policy BJA (Legal)**

Assumes the administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of a district other than the superintendent. **E P N**

Assumes the administrative responsibility and leadership for the planning, organization, operation, supervision, and evaluation of the education programs, services, and facilities of a district and for the annual performance appraisal of the district's staff. **E P N**

Oversees compliance with the standards for school facilities. **E P N**

Initiates the termination or suspension of an employee or the nonrenewal of an employee's term contract. **E P N**

Manages the day-to-day operations of the district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of district operations. **E P N**

Prepares and submits to the board a proposed budget and administers the budget. **E P N**

Prepares recommendations for policies to be adopted by the board and oversees the implementation of adopted policies. **E P N**

Develops administrative regulations to implement policies established by a board. **E P N**

Provides leadership for the attainment and, if necessary, improvement of student performance in a district based on the state's student achievement and quality of learning indicators and other indicators as may be adopted by the Commissioner or the board. **E P N**

Organizes the district's central administration. **E P N**

Ensures the Adoption of a Student Code of Conduct and enforcement of that Code of Conduct; and adoption enforcement of other student disciplinary rules and procedures as necessary. **E P N**

Submits reports as required by state or federal law, rule, or regulation, and ensuring that a copy of any report required by federal law, rule, or regulation is also delivered to TEA. **E P N**

Provides joint leadership with a board to ensure that the responsibilities of the board and superintendent team are carried out. **E P N**

Performs other duties assigned by action of the board. **E P N**

Ensures the implementation of the policies created by the board. **E P N**

Works together with the Board of Trustees to: **E P N**

1. Advocate for the high achievement of all district students;
2. Create and support connections with community organizations to provide community-wide support for the high achievement of all district students;
3. Provide educational leadership for the district, including leadership in developing the district vision statement and long-range educational plan;
4. Establish district-wide policies and annual goals that are tied directly to the district's vision statement and long-range educational plan;
5. Support the professional development of principals, teachers, and other staff; and
6. Periodically evaluate board and superintendent leadership, governance, and teamwork.

Comment: \_\_\_\_\_

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## II. ADDITIONAL RESPONSIBILITIES DESCRIBED in Board Policy (BJA Local)

### SCHOOL / ORGANIZATIONAL CLIMATE

**E P N**

- Be informed about instruction and ensure a focus on improving student performance.
- Work with members of the school community in planning curriculum.
- Develop, evaluate and revise annually the District improvement plan.
- Promote goals and support District and campus performance objectives.
- Evaluate of all programs and operations to determine improvements needed.
- Assist the Board in evaluating the effectiveness of school programs.
- Demonstrate skill in anticipating, managing, and resolving conflict.

Comment: \_\_\_\_\_

### STUDENT SERVICES MANAGEMENT

**E P N**

- Ensure a favorable educational environment through the implementation of an equitable and efficient system of student behavioral management.
- Work with staff, Board, and community in planning and implementing support services for students.

Comment: \_\_\_\_\_

### PERSONNEL MANAGEMENT

**E P N**

- Recommend and organize the number and types of positions needed to carry out District functions effectively.
- Perform duties established by the Board regarding the recommendation, employment, suspension, and dismissal of employees.
- Assign and reassign all personnel; exercise final placement authority for educators transferred because of enrollment shifts or program changes.
- Direct the evaluation program and provide effective communication with personnel.
- Serve as liaison between the Board and staff.
- Develop and recommend pay systems and pay in-creases or adjustments for personnel.
- Support staff development and other professional development programs.
- Promote a positive work environment that fosters high morale and excellence.

Comment: \_\_\_\_\_

### ADMINISTRATION AND FISCAL / FACILITIES MANAGEMENT

**E P N**

- Be informed of developments in state, federal, and local laws and policy affecting education.
- Accurately prepare and submit in a timely manner any and all reports required by the Board, TEA, other federal and state agencies, and any records subpoenaed by a court of law.

- Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively.
- Ensure District compliance with all applicable state and federal requirements.
- Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.
- Monitor District property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

Comment: \_\_\_\_\_

#### SCHOOL - COMMUNITY RELATIONS

**E P N**

- Develop and implement effective communication between the schools and community; promote community support and involvement with the schools.
- Represent the District in activities involving other school systems, institutions, agencies, and professional and community groups.
- Interpret Board policies to the staff, parents, and community.

Comment: \_\_\_\_\_

#### PROFESSIONAL GROWTH AND DEVELOPMENT

**E P N**

- Formulate, with the Board, an annual Superintendent's professional development plan and assist the Board in designing a process for evaluating the Superintendent's performance.
- Pursue professional development through reading, attending conferences, and being involved with related agencies.

Comment: \_\_\_\_\_

#### BOARD- SUPERINTENDENT RELATIONS

**E P N**

- Assist the Board in identifying individual and team training needs, and in arranging training opportunities.
- Prepare Board agendas and meeting materials in cooperation with the Board President.
- Attend and participate in all meetings of the Board except closed meetings when the Board desires to discuss such matters as the Superintendent's contract or evaluation privately.
- Keep the Board continuously informed on issues, needs, and operations of the District.
- Exercise discretion and good judgment in matters not covered by Board policy.
- Serve as custodian of all minutes and records of the Board.
- Communicate with the District's attorney on matters in litigation or potential litigation except as otherwise directed by the Board.
- Perform related duties assigned by action of the Board.

Comment: \_\_\_\_\_

**III. District Goals/Objectives:**

**SRISD Mission Statement:** Our purpose is to provide students with the desire and the skills to pursue excellence, to be competitive in the workplace and in institutions of higher education, and to make responsible, informed, ethical decisions both now and during their future lives.

Academic Board Goal - Academics **E P N**

- Prepare students to think critically and become highly successful in their area of choice
- Provide a foundation in reading, math and writing for all students
- Create an academic culture that promotes competition, rigor, and relevance equipping students with the skills needed to compete in a 21st century marketplace

Comment: \_\_\_\_\_

Extracurricular Goal: **E P N**

- Programs will be designed to foster student achievement thus supporting their future endeavors
- Programs will be designed to instill competitive excellence through comprehensive and varied offerings
- Programs will be designed to develop discipline, character, leadership, integrity and a winning attitude in all students

Comment: \_\_\_\_\_

Finance Goal: **E P N**

- Maintain financial solvency and fund balance
- Ensure ample resources are allocated to personnel, student programs and curriculum
- Utilize tax dollars in a transparent and efficient manner to honor the public trust

Comment: \_\_\_\_\_

Facility Goal: **E P N**

- Maintain facilities that are efficient, highly functional and inviting
- Provide facilities that are safe, secure and conducive to learning
- Provide facilities that are sufficient for all student programs and student growth

Comment: \_\_\_\_\_

