Superintendent Evaluation Categories/Questions

General Duties:

- Communicate and collaborate effectively with others
- Ensure confidentiality of sensitive information
- Maintain a record of dependability as evidenced by consistent attendance, punctuality, and attention to work
- Understand and adapt to a variety of situations
- Maintain and exhibit general and personal safety practices
- Work independently and exercise good judgment
- Assume personal responsibility for personal performance and growth
- Utilize effective problem-solving processes
- Exhibit professionalism

Human Resources: This category encompasses the management of staff as well as the implementation of professional development.

Job description components that serve this category:

- Implement policies as directed by the BOE
- Supervise and direct all employees. The Superintendent may assign supervisory and other duties to staff members and hold them responsible for the faithful execution of their assignment.
- Recommend for appointment all personnel employed by the BOE and the salary to be paid.
- Assign or transfer employees with the consent of the BOE.
- Make decisions in keeping with the policies that the BOE has established.
- Prepare and present to the BOE all matters requiring legislative action.
- Establish the appropriate culture that promotes effective communication, collaboration, and support of the District vision.
- Manages unionized staff using the collective bargaining agreement and Board policy.
- Prepare materials for successful negotiations with unionized personnel.
- Recommend to the BOE for final action the promotion, salary changes, demotion, or dismissal of any employee.
- Perform other duties as assigned by the BOE.

Evaluation Questions:

1. The superintendent manages staff appropriately. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
2. The superintendent develops and implements a professional development program that aligns with district priorities and goals. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
3. The superintendent keeps the Board updated on all legal or potential legal matters facing the district. (Excellent, Proficient, Needs Improvement, Unsatisfactory)

4. The superintendent oversees the implementation of all employee evaluations. (Excellent, Proficient, Needs Improvement, Unsatisfactory)

Finance and Facilities: This category ensures that the superintendent is providing the Board with the ability to be good stewards of taxpayer dollars and maintaining the physical assets of the district including school safety.

Job description components that serve this category:

- Implement policies as directed by the BOE
- Make decisions in keeping with the policies that the BOE has established.
- Direct the preparation of the annual budget in accordance with the school laws of Illinois and in cooperation with the BOE.
- Supervise the expenditure of all monies for the purpose voted by the BOE.
- Prepare and present to the BOE all matters requiring legislative action.
- Ensure that a safe and secure environment is maintained at all times.
- Perform other duties as assigned by the BOE.

Evaluation Questions:

1. The superintendent oversees and reports on the financial management of the district. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
2. The superintendent manages the approved annual budget (Excellent, Proficient, Needs Improvement, Unsatisfactory)
3. The superintendent ensures all required financial process (e.g. budget, levy, etc.) are completed within the specified timeline. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
4. The superintendent ensures the safety and security of district assets. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
5. The superintendent communicates financial matters to the BOE adequately. (Excellent, Proficient, Needs Improvement, Unsatisfactory)

Communication: This category focuses on communication with the community as well as communication between the superintendent and the Board of Education.

Job description components that serve this category:

- Implement policies as directed by the BOE
- Make decisions in keeping with the policies that the BOE has established.
- Attend all meetings of the BOE and attend all meetings of committees when his/her presence is essential to the conduct of business. When in attendance at these meetings, the Superintendent has the right to speak upon all matters under discussion.
- Serve as the chief spokesperson for the district in all operational matters.
- Serve as liaison to the community and promote recognition of the District in the community.
- With the BOE, establish and implement strategic planning process that will guide the District's growth.
- Perform other duties as assigned by the BOE.

Evaluation Questions:

1. The superintendent uses a variety of methods (email, social media, video, print, face-to-face, etc.) to communicate to the Pleasantdale community. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
2. The superintendent communicates effectively with the Board of Education. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
3. Implement and clearly communicate progress on the District's annual and long-term Strategic Plan. (Excellent, Proficient, Needs Improvement, Unsatisfactory)

Student Experience: This category focuses on all programs that impact students including but not limited to academics, athletics, and extracurricular activities.

Job description components that serve this category

- Implement policies as directed by the BOE
- Make decisions in keeping with the policies that the BOE has established.
- Supervise and direct all facets of the school program.
- Perform other duties as assigned by the BOE.

Evaluation Questions:

1. The superintendent monitors and directs all academic and extracurricular programs. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
2. The superintendent directs the appropriate use of student assessment data for instructional improvement purposes. (Excellent, Proficient, Needs Improvement, Unsatisfactory)
3. The superintendent implements and oversees processes to improve curriculum and instruction. (Excellent, Proficient, Needs Improvement, Unsatisfactory)

Include a no more than one-page summary of the progress.