BOYCEVILLE COMMUNITY SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS
JOB EVALUATION

Review Period: _____

Superintendent: _____

The Superintendent of Schools accepts the responsibility to provide leadership in developing and maintaining the best possible educational programs and services.

Rate each performance dimension using the following 5-Point Rating Scale. Sample statements have been included to be utilized as you are evaluating each dimension.

5-POINT RATING SCALE	
LEVEL	**DESCRIPTION**
5	Exceptional
4	Highly Effective
3	Effective
2	Needs Improvement
1	Unacceptable

E = Employee Rating S = Supervisor Rating

CATEGORY	**E**	**S**
Relationship with the Board		
● Is receptive to Board member ideas and suggestions for the District. ● Facilitates the decision-making process for the Board and makes sound recommendations for Board actions. ● Keeps Board informed of District activities, progress, and problems on a timely basis. ● Accepts constructive suggestions for self-improvement from the Board. ● Follows up on all problems and issues brought to his/her attention.		
Comments:		

	E	S
Management Skills and Abilities		

- Maintains a smooth-running administrative environment.
- Prepares all necessary reports and keeps accurate records.
- Presents information, verbally and written, to the Board and employees in a clear, concise manner.
- Is progressive in attitude and action.
- Develops and implements District goals and objectives.
- Oversees and administers the use of all District facilities and property, and obtains maximum efficiency.

Comments:

	E	S
Instruction/Curriculum		

- Provides professional advice to the Board about the educational program and alternatives.
- Monitors and assesses the effectiveness of instructional programs and materials.
- Keeps abreast of trends and developments in curriculum and instruction.
- Develops courses of study and recommends changes in graduation requirements.

Comments:

	E	S
Fiscal Management		

- Evaluates and informs the Board of financial needs and makes sound recommendations for adequate financing.
- Directs the preparation of and recommends an annual budget for Board consideration.
- Determines that funds are spent appropriately, and that adequate control and accounting is maintained.
- Keeps up on legislation that may affect district funding and operation.

Comments:

	E	S
Professional Attributes		

- Establishes and maintains effective working relationships.
- Takes responsibility of their own actions.
- Participates in professional activities.
- Continues professional growth.

Comments:

	E	S
Public Relations and Communication		

- Represents the District in a positive and professional manner.
- Promotes a positive image of the District to the public.
- Openly accepts community involvement.
- Interacts well with all groups and members of the community.

Comments:

	E	S
Vision and Effective Leadership of Personnel		

- Follows personnel dynamics closely and works to resolve conflicts quickly.
- Maintains high employee standards.
- Involves students, staff, parents, and community in decision-making when appropriate.
- Serves as liaison between the Board and school staff, facilitating communications and representing Board positions and decisions accurately.
- Recommends well qualified persons for employment.
- Disciplines school employees and follows due process procedures.
- Promotes the professional and personal development of all employees.
- Motivates employees and promotes an environment of cooperation.
- Facilitates a free and open flow of dialogue on both criticisms and suggestions.

Comments:

Goal(s) for the School Year

Signature of Superintendent: _____Date: _____

Signature of Board President: _____ Date: _____