

SMITHVILLE INDEPENDENT SCHOOL DISTRICT SUPERINTENDENT EVALUATION

Superintendent: _____

Date of Review: _____

Board Member: _____

Performance Period: _____

Part 1: GENERAL JOB PERFORMANCE RESPONSIBILITIES

Rating Scale: 4 Exceeds expectations
3 Proficient
2 Below expectations
1 Unsatisfactory

Directions: Use the above scale to rate the performance domains listed below. Consider the indicators listed in each category to make a determination.

Performance Domain: Instructional Management

Rating _____

The superintendent promotes improvement of instruction through activities such as the following: monitoring student achievement and attendance; diagnosing student needs; helping teachers design learning experiences for students; encouraging the development and piloting of innovative instructional programs; and facilitating the planning and application of emerging technologies in the classroom.

1. Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.
2. Work with staff, board, and community to plan curriculum.
3. Develop, evaluate, and revise the district improvement plan annually with the assistance of the district-level committee.
4. Prepare reports and assist the board in evaluating the effectiveness of school programs.

Comments:

Performance Domain: School or Organization Morale

Rating _____

The superintendent fosters a positive school or organization morale through activities such as the following: assessing and planning improvement of the school, school district, or community environment; reinforcing excellence; promoting a positive, caring climate of learning; and using effective communication skills.

- 5. Demonstrate skill in anticipating, managing, and resolving conflict.
- 6. Provide for two-way communication with district personnel.

Comments:

Performance Domain: School or Organization Improvement

Rating _____

The superintendent promotes leadership in efforts to improve the school or organization through activities such as the following: collaborating in the development and articulation of a common vision of improvement; encouraging appropriate risk-taking; and ensuring continuous renewal of curriculum, policies, and methods.

- 7. Conduct periodic evaluations of all programs and operations to determine improvements needed to reach goals of district and campus improvement plans.
- 8. Use a collaborative decision-making and problem-solving process when appropriate.
- 9. Promote goal-oriented performance and support the achievement of campus performance objectives (academic excellence indicators).

Comments:

Performance Domain: Personnel Management

Rating _____

The superintendent manages personnel effectively through activities such as the following: delegating appropriately; recognizing exemplary performance of teachers and staff; encouraging personal and professional growth and leadership among the staff; complying with applicable personnel policies and rules; securing the necessary personnel resources to meet objectives; and evaluating the job performance of assigned personnel.

10. Recommend the number and types of positions needed to carry out district functions effectively and organize the district's central administration.
11. Promote a positive work environment that fosters high staff morale and excellence in the district.
12. Employ non-contractual personnel. Recommend contractual personnel for employment.
13. Assign and reassign all personnel. Exercise final authority over transfer of educators due to enrollment shifts or program changes.
14. Define the duties of all personnel.
15. Direct and supervise the staff evaluation program.
16. Initiate the termination or suspension of employees or non-renewal of term-contract personnel. Dismiss non-contractual personnel.
17. Serve as a liaison between the board and staff.
18. Develop and recommend pay systems, pay increases, or pay adjustments for personnel. Administer pay systems.
19. Support all professional development activities.

Comments:

Performance Domain: Management of Administrative, Fiscal, and Facilities Functions

Rating _____

The superintendent manages administrative, fiscal, and facilities functions responsibly through activities such as the following: obtaining broad-based input for fiscal or financial analysis; compiling reasonable budgets and cost estimates; ensuring that facilities are maintained and upgraded as necessary; and managing a broad range of school operations (for example, attendance, accounting, payroll, transportation).

20. Be informed of developments in state, federal, and local laws and changes in public policy affecting education.
21. Develop administrative procedures and regulations to manage school operations and implement policies adopted by the board.
22. Accurately prepare and submit in a timely manner all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law.
23. Prepare and submit annual proposed budget to the board.
24. Direct and supervise all financial accounting and ensure that funds are spent in accordance with the approved budget and managed effectively.
25. Ensure compliance with all applicable state and federal requirements.

- 26. 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.
- 27. Monitor district property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

Comments:

Performance Domain: Student Management

Rating _____

The superintendent promotes positive student conduct through activities such as the following: helping students develop a sense of self-worth; developing and communicating guidelines for student conduct; ensuring rules are observed uniformly; disciplining students for misconduct in an effective and fair manner; supporting collaboration by working with faculty; and encouraging the participation of students and parents.

- 28. Ensure a favorable education environment through the implementation of an equitable and effective system of student discipline management.
- 29. Work with staff, board, and community to plan and implement support services for students.

Comments:

Performance Domain: School or Community Relations

Rating _____

The superintendent promotes a positive tone for school or community relations through activities such as the following: fostering collaborative educational efforts among members of the total school community; articulating the school mission and needs to the community; seeking support for school programs; and involving himself or herself in community activities that foster rapport between the school district and the larger community.

- 30. Develop and implement effective communication between the schools and community. Promote community support and involvement with the schools.
- 31. Represent the district in activities involving other school systems, institutions, agencies, and professional or community groups.

Comments:

Performance Domain: Professional Growth and Development **Rating** _____

The superintendent provides leadership in professional growth and development through activities such as the following: participating actively in professional associations; conducting himself or herself in an ethical and professional manner; disseminating ideas and information to other professionals; and seeking and using evaluative information for improvement of performance.

- 32. Formulate, with the board, an annual professional development plan and assist the board in designing a process for evaluating the superintendent's performance.
- 33. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations.

Comments:

Performance Domain: Academic Performance Report and District Performance Objectives
Rating _____

The superintendent establishes appropriate district performance objectives based upon the academic performance report for the school district.

- 34. District performance objectives are measurable and realistic in guiding district improvement.
- 35. The superintendent ensures that district performance objectives are consistent with board goals for improvement in the academic excellence indicator areas.

Comments:

Performance Domain: School Board Relations

Rating _____

The superintendent promotes and supports a positive relationship with the school district board of trustees through activities such as the following: meeting the board’s needs for information’ interacting with board members in an ethical, sensitive, and professional manner; demonstrating competence in written and verbal communications to the board; and recommending policies to the board to enhance teaching and learning.

- 36. Assist the board in identifying individual and team training needs and in arranging training opportunities.
- 37. Prepare board agendas and meeting materials in cooperation with the board president.
- 38. Attend and participate in all board meetings except closed meetings from which the superintendent is excluded, such as when the board wants to discuss the superintendent’s contract or evaluation privately.
- 39. Keep the board continuously informed on issues, needs, and operations of the district.
- 40. Recommend policies to the board for adoption and oversee the implementation of adopted policies.
- 41. Exercise discretion and judgment in matters not covered by board policy.
- 42. Interpret board policies to the staff and community and implement them accordingly.
- 43. Serve as custodian of all board minutes and records.
- 44. Communicate with the district’s attorney on matters in litigation or matters potentially in litigation except as otherwise directed by the board.

Comments:

Part 2: STUDENT PERFORMANCE DOMAIN

The three page former Commissioner-Recommended Student Performance Domain / Superintendent Appraisal Worksheet, which is completed by the Superintendent and provided to the board in advance of the board's filling out Parts 1 and 2 of this instrument, is attached to this instrument as Part 3.

Summary Comments:

Board Member Signature

Date

Annual Superintendent Evaluation Summary Appraisal Report for January 2021 – December 2021

Superintendent: _____ Date of Review: _____

- Rating Scale:
- 4 Exceeds Expectations
 - 3 Proficient
 - 2 Below Expectations
 - 1 Unacceptable

Directions:

1. Record the ratings submitted by each board member.
2. Determine the board’s overall rating for each job-performance area and performance goal.
3. Develop a performance summary.

Part 1: GENERAL PERFORMANCE RESPONSIBILITIES

	BOARD MEMBER RATINGS							BOARD RATING
Instructional Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School or Organization Morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School or Organization Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of Administrative, Fiscal, and Facilities Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School or Community Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BOARD MEMBER RATINGS

RATING

Professional Growth and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Excellence Indicators and District Performance Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Board Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>