

5f. SAMPLE SUPERINTENDENT PERFORMANCE EVALUATION FORM 1.

Name _____ Date _____ Evaluator _____
 Appraisal Period: From _____ to _____.

Directions: This form may be used by individual School Board members to assess the Superintendent's performance. The form focuses on ten main areas of performance common to the position of Superintendent and several responsibilities relating to the particular area. A rating scale is provided to allow School Board members to rate the Superintendent's performance relative to each responsibility. School Board members should circle the appropriate response and use the space for comments which follows each main performance area to further evaluate the Superintendent. Prior to the evaluation, School Board members and the Superintendent should review the evaluation responsibilities and discuss what each rating means.

Evaluation code: Use the number that best describes the degree to which the responsibility has been achieved.

- 1 Indicates unacceptable performance.
- 2 Indicates improvement needed.
- 3 Indicates expectations have been met.
- 4 Indicates very good performance.
- 5 Indicates outstanding performance.
- UA Unable to answer.

In each performance area, put an asterisk (*) by one or two of the responsibilities that are the most important for the Superintendent.

	Evaluation Codes Low - High	Priority (*)
1.1 Understands staff development legislation and coordinates appropriate staff development procedures and programs	1 2 3 4 5 UA	
1.2 Encourages developing, cooperating, and sharing of educational programs with other districts	1 2 3 4 5 UA	
1.3 Provides for the educational needs of all children	1 2 3 4 5 UA	
1.4 Possesses familiarity with and knowledge of federal programs in education (for example: Title I, No Child Left Behind Act, etc.)	1 2 3 4 5 UA	
1. Overall Rating: Does the Superintendent provide leadership for the School District's educational programs, staff development programs, and curriculum development to provide the best possible learning environment for the students?	__ Yes __ No __ Don't Know	

Comments:

- 2.1 Provides a detailed agenda/appendix for School Board meetings in a timely manner 1 2 3 4 5 UA
 - 2.2 Provides ample information to enable all School Board members to make informed decisions in a timely manner 1 2 3 4 5 UA
 - 2.3 Communicates and interacts appropriately with all School Board members and answers questions promptly 1 2 3 4 5 UA
 - 2.4 Is open and up front with all members of the School Board 1 2 3 4 5 UA
 - 2.5 Is timely and thorough in making presentations and recommendations to the School Board 1 2 3 4 5 UA
 - 2.6 Interprets official actions of the School Board for School District employees and the community in an accurate and objective manner 1 2 3 4 5 UA
2. Overall Rating: Does the Superintendent inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority? __ Yes __ No __ Don't Know

Comments:

- 3.1 Informs the School Board of the School District's educational needs 1 2 3 4 5 UA
 - 3.2 Is knowledgeable about curricular and instructional trends and developments 1 2 3 4 5 UA
 - 3.3 Advises the School Board when new policies are needed 1 2 3 4 5 UA
 - 3.4 Assists the School Board in reviewing present policies and revising them as needed 1 2 3 4 5 UA
 - 3.5 Recommends to the School Board staff to be hired and/or terminated in order to meet the needs of the School District 1 2 3 4 5 UA
3. Overall Rating: Does the Superintendent explain the educational needs of the School District to the School Board, including recommending necessary new or revised policies and staffing changes for School Board action? __ Yes __ No __ Don't Know

Comments:

- 4.1 Effectively represents the School District as its public relations spokesperson 1 2 3 4 5 UA
- 4.2 Participates in various civic and community groups as a means of promoting understanding and support for School District programs 1 2 3 4 5 UA
- 4.3 Maintains effective relationships with staff 1 2 3 4 5 UA
- 4.4 Maintains effective relationships with the media 1 2 3 4 5 UA
- 4.5 Seeks ways to involve parents, students, and the community in the schools 1 2 3 4 5 UA
- 4.6 Emphasizes the need for effective school and community communication 1 2 3 4 5 UA
- 4. Overall Rating: Does the Superintendent act as a liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and to keep them informed of and involved with School District activities?
 Yes No Don't Know

Comments:

- 5.1 Has knowledge of finance and budgeting 1 2 3 4 5 UA
- 5.2 Effectively supervises and manages the School District's business and fiscal affairs 1 2 3 4 5 UA
- 5.3 Prepares annual budget for School Board approval 1 2 3 4 5 UA
- 5.4 Prepares projections of the School District's future financial position 1 2 3 4 5 UA
- 5.5 Supervises annual final reports and audit 1 2 3 4 5 UA
- 5. Overall Rating: Does the Superintendent oversee all financial operations of the School District and prepare, present, and recommend the various budgets to the School Board?
 Yes No Don't Know

Comments:

- 6.1 Assists and advises School Board in contractual negotiations 1 2 3 4 5 UA
- 6.2 Monitors the progress of negotiations with all bargaining units 1 2 3 4 5 UA
- 6.3 Administers negotiated agreements with employee bargaining units upon ratification 1 2 3 4 5 UA
- 6. Overall Rating: Does the Superintendent interpret employee proposals for the School Board and recommend adjustments to employee policies and salary structures?
 Yes No Don't Know

Comments:

- 7.1 Assists the School Board in the process of establishing School District goals 1 2 3 4 5 UA
- 7.2 Recommends efficient procedures and effective controls for all expenditures of School District funds relative to School District goals 1 2 3 4 5 UA
- 7.3 Anticipates changes in student enrollment and provides recommendations and plans to the School Board concerning staff and facility needs 1 2 3 4 5 UA
- 7.4 Provides recommendations to the School Board regarding educational programs consistent with School District goals 1 2 3 4 5 UA
- 7.5 Submits an annual report to the School Board regarding the School District's progress toward the achievement of School District goals 1 2 3 4 5 UA
- 7. Overall Rating: Does the Superintendent institute and update a comprehensive strategic planning process, including short-term and long-term planning, School District goals, and instructional goals?
 Yes No Don't Know

Comments:

- 8.1 Maintains good relations with local governmental leaders 1 2 3 4 5 UA
- 8.2 Is effective in working with local legislators in advocating the School Board's legislative agenda 1 2 3 4 5 UA
- 8.3 Maintains an effective working relationship with the Minnesota School Boards Association 1 2 3 4 5 UA
- 8.4 Maintains good relations with area superintendents 1 2 3 4 5 UA
- 8.5 Maintains an effective working relationship with the Minnesota Department of Education 1 2 3 4 5 UA

8. Overall Rating: Does the Superintendent establish and maintain good relationships with agencies and personnel outside the School District to promote the best interest of the School District through contact with legislators, other superintendents, local governmental leaders, etc?
 Yes No Don't Know

Comments:

- 9.1 Engages in activities to promote personal professional growth and development 1 2 3 4 5 UA
- 9.2 Encourages School Board members to attend local, state, and national conferences and trainings 1 2 3 4 5 UA
- 9.3 Maintains an active membership in professional organizations 1 2 3 4 5 UA
- 9.4 Works with the School Board on School Board evaluations 1 2 3 4 5 UA
- 9.5 Submits an annual report to the School Board regarding the Superintendent's progress toward the accomplishment of mutually developed goals 1 2 3 4 5 UA

9. Overall Rating: Does the Superintendent maintain and improve effective School Board-Superintendent relations by periodically reviewing and upgrading performance through seminars and training sessions?
 Yes No Don't Know

Comments:

- 10.1 Delegates responsibilities and authority to School District employees as appropriate 1 2 3 4 5 UA
- 10.2 Defines authority and areas of responsibility for mid-management staff 1 2 3 4 5 UA
- 10.3 Effectively evaluates mid-management staff (for example: business manager, building principals, curriculum director, community education director, etc.) 1 2 3 4 5 UA

10. Overall Rating: Does the Superintendent delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of mid-management staff, and effectively evaluate them? Yes No Don't Know

Comments:
