

Superintendent Evaluation

Mineola ISD

1000 West Loop 564
Mineola, Texas 75773

Legal Requirements (TEC 21.354, 21.355, and 39.054)

- School districts must evaluate the superintendent annually
- Districts may use either the commissioner's recommended appraisal process and criteria or another system developed by the district.
- A document evaluating the performance of the superintendent is confidential
- The district's annual performance report shall be a primary consideration of the board in the evaluation of the performance of the superintendent.

Commissioner Rules (19 TAC 150.1005)

- Each district must establish an annual calendar for the appraisal process
- The appraisal process must include the following steps:
 - A goal setting procedure defining expectations of superintendent
 - One or more "formative conferences" or interim meetings
 - A "summative conference" or meeting at which the board and superintendent discuss the final evaluation findings
- Areas for appraisal should include the following
 - Instructional Management
 - Organizational Climate
 - Organizational Improvement
 - Personnel Management
 - Administrative, Fiscal, and Facilities Management
 - Student Management
 - Community Relations
 - Professional Growth and Development
 - Academic Excellence Indicators and District Performance Objectives
 - School Board Relations

Appraisal Calendar

Phase #1 January through July

- Conduct board/superintendent team building training
- Review superintendent job description
- Clarify roles and articulate expectations
- Review superintendent evaluation design
- Provide training for board on superintendent evaluation
- **SET GOALS**

Phase #2 August, September, and October

- Review performance data with campus/district teams
- **ADOPT GOALS** and adjust campus/district plans as needed

Phase #3 November

- Conduct **formative evaluation** (dialogue, discussion, etc.)

Phase #4 December and January

- Conduct board and superintendent self-appraisals
- Review superintendent accountability report
- **Conduct superintendent evaluation**

Mineola Independent School District
Superintendent Appraisal Instrument
2012-13

Dr. H. John Fuller, Superintendent of Schools
Mineola Independent School District
January, 2013

1. Instructional Management - *Promotes the improvement of instruction through activities such as monitoring attendance, diagnosing student needs, assisting teachers in designing learning experiences for students, encouraging the development and piloting of innovative programs, and facilitating the planning and application of emerging technologies in the classroom.*

SUMMARY EVALUATION: *Exceeds expectations*
 Meets expectations
 Below expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

2. Organizational Climate - *Fosters a positive climate through activities such as assessing and planning improvement of school/district/community environment, reinforcing excellence, promoting a positive caring climate of working, and employing effective communication skills.*

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

 (check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

3. School/Organizational Improvement - *Promotes leadership in organizational improvement through activities such as collaborating in the development and articulation of a common vision of improvement, encouraging appropriate risk-taking, and ensuring continuous renewal of policies and methods.*

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

4. Personnel Management - *Manages personnel effectively through activities such as delegating appropriately, recognizing exemplary performances of a subordinate, encouraging personal resources to meet objectives, and evaluating the job performance of subordinates. -*

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

5. Administration and Fiscal/Facilities Management - *Manages administrative, fiscal, and facilities functions responsibly through activities such as obtaining broad-based input for fiscal/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 (e.g., attendance, accounting, payroll, transportation).*

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

(check one of the above)

You have illustrated this strength as evidenced by:

- Audits continue to be excellent.
- Receiving the Distinguished Budget Presentation Award.
- Reduced all budgets by 10% in response to increasing expenses and flat revenues.
- Stayed within operating budget.
- Managed additional expenses for needed facility maintenance and upgrades.
- Keeping adequate fund balance.

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

6. Student Management - *Promotes positive student conduct through activities such as helping students develop a sense of self-worth, developing and communicating guideline for student conduct, ensuring rules are observed uniformly, disciplining students for misconduct in an effective and fair measure, supporting collaborating by working with faculty, and encouraging student/parent participation.*

SUMMARY EVALUATION: *Exceeds* expectations
 Meets expectations
 Below expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

7. School/Community Relations - *Promotes a positive tone for school/community relations through activities such as 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 oneself in community activities that foster rapport between the district and the larger community.*

SUMMARY EVALUATION: *Exceeds* expectations
 Meets expectations
 Below expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

8. Profession Growth and Development - *Provide leadership in professional growth and development through activities such as participating actively in professional associations, conducting oneself in an ethical and professional manner, disseminating ideas and information to other professionals, and seeking and using evaluative information for improvement of performance.*

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

9. Academic Excellence Indicators and District Performance Objectives –*Provide leadership in the development of campus performance objectives, monitors academic excellence indicators, and holds district personnel accountable for student learning.*

SUMMARY EVALUATION: _____ *Exceeds* expectations (90% or more passing in ALL areas tested)
 _____ *Meets* expectations (80%-89% passing in ALL areas tested)
 _____ *Below* expectations (less than 80%passing in some areas tested)

(check one of the above)

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

10. Board/Superintendent Relationship

SUMMARY EVALUATION: _____ *Exceeds* expectations
 _____ *Meets* expectations
 _____ *Below* expectations

You have illustrated this strength as evidenced by:

You may want to further utilize this ability by:

MINEOLA INDEPENDENT SCHOOL DISTRICT

THE MISSION Of THE MINEOLA INDEPENDENT SCHOOL DISTRICT

With a commitment to excellence, Mineola Independent School District will partner with family and community, to provide outstanding instruction, technology and facilities that will produce lifelong learners and leaders equipped to be independent, successful citizens in our ever changing world.

DISTRICT GOALS

2012-2013

- Goal 1** Provide an exemplary instructional program for all students including expanding course offerings to promote successful post secondary college and career readiness.
(Educational Excellence)
- Goal 2** Recruit, hire and retain quality staff by hiring certified staff and seeking individuals who will become a part of the Mineola community
(Highly Qualified Staff)
- Goal 3** Prepare our students for the challenges of the 21st century; provide technology hardware and software to increase effectiveness of student learning, instruction and staff development.
(Technology)
- Goal 4** Increase communications and partnerships with staff, parents, students and patrons of Mineola ISD
(Communications)
- Goal 5** Prepare a long range plan for future facility improvements needed for MISD
(Long Range Goals)
- Goal 6** Prepare a plan for short range facility improvement and property usage
(Short Range Goals)

Continuing Goals:

Provide quality educational and extra-curricular programs for all the students
Provide prudent leadership in financial areas and budgeting