

West Bonner School District Superintendent Evaluation Form

Superintendent Name:

Evaluation Period:

Evaluator(s):

Date of Evaluation:

Legal Compliance Section

Idaho Code Compliance

This section addresses the superintendent's adherence to key Idaho statutes that pertain to their role and responsibilities. Please evaluate each area.

- The Board of Trustees shall conduct an annual, written formal evaluation of the work of the superintendent of the district. 33-513 (2)
- (c) The annual continuous improvement plan must be reviewed and updated annually no later than October 1 each year. (Think about doing this in July) (d) The board of trustees or the board of directors shall continuously monitor progress toward the goals by utilizing relevant data to measure growth. The progress shall be included in evaluations of the district superintendent or administrator of a public charter school. **Idaho Code 33-320(2)(d):** (Continuous Improvement Plans)
- (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; **Idaho Code 74-206(1)(b):** Executive Sessions

Goals Section (This should tie back to the district's CIP or Strategic Plan)

1. Community Communication

Evaluate the superintendent's performance in effectively communicating with the district's community, including parents, staff, and other stakeholders.

Evaluation Criteria	Meets Expectations	Needs Improvement	Comments
Implements transparent communication strategies with stakeholders	☐	☐	
Regularly updates the community on district initiatives and changes	☐	☐	
Engages with parents and community through town halls, newsletters, and social media	☐	☐	

Evaluation Criteria	Meets Expectations	Needs Improvement	Comments
Promotes two-way communication, listening to community feedback and addressing concerns	☐	☐	

2. Budget Management

Assess the superintendent's ability to manage and oversee the district's budget effectively, ensuring financial responsibility and alignment with the district's goals.

Evaluation Criteria	Meets Expectations	Needs Improvement	Comments
Prepares and presents an accurate, transparent, and balanced budget to the board	☐	☐	
Monitors expenditures to ensure compliance with approved budget	☐	☐	
Identifies opportunities for financial efficiencies and cost-saving measures	☐	☐	
Secures funding sources and maximizes resources for district needs	☐	☐	

3. Academic Student Achievement

Evaluate the superintendent's efforts and effectiveness in improving academic outcomes for students across the district.

Evaluation Criteria	Meets Expectations	Needs Improvement	Comments
Sets clear academic goals aligned with district continuous improvement plan (CIP)	☐	☐	
Promotes strategies for increasing student performance on Idaho's standardized tests	☐	☐	
Creates professional development for staff to enhance instructional practices (data driven)	☐	☐	
Tracks and reports on academic progress and makes data-driven adjustments	☐	☐	

4. Timeline for the evaluation

Quarter One Date: _____	Meets Expectations	Needs Improvement
Community Communication	☐	☐

Quarter One Date:_____ **Meets Expectations Needs Improvement**

Budget Management ☐ ☐

Student Achievement ☐ ☐

Comments:

Quarter Two Date:_____ **Meets Expectations Needs Improvement**

Community Communication ☐ ☐

Budget Management ☐ ☐

Student Achievement ☐ ☐

Comments:

Quarter Three Date:_____ **Meets Expectations Needs Improvement**

Community Communication ☐ ☐

Budget Management ☐ ☐

Student Achievement ☐ ☐

Comments:

Quarter Four Date:_____ **Meets Expectations Needs Improvement**

Community Communication ☐ ☐

Budget Management ☐ ☐

Student Achievement ☐ ☐

Comments:

Overall Evaluation Summary Final

Strengths:

Areas for Improvement:

Recommendations:

Evaluator Signature:

Date:

This evaluation form is designed to provide a comprehensive review of the superintendent's performance in key areas of their responsibility, with clear links to Idaho law and district goals.