



Superintendent Evaluation 2025

Job Duties

5- Clearly Outstanding, 4- Exceeds Expectations, 3- Meets Expectations, 2- Below Expectations, 1- Unsatisfactory

1. The superintendent develops goals and objectives for the district with long and short range plans for district growth and improvement.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

2. The superintendent conducts regular evaluations of all programs and operations to determine needed improvements.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

3. The superintendent complies with all district and state regulations and policies; develops administrative procedures based on these, and informs the board of significant developments.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

4. The superintendent prepares board agendas and meeting materials in cooperations with the board president.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

5. The superintendent attends and participates in all board meetings except when excluded from executive session, such as when his/her contract or evaluation is being discussed.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

6. The superintendent keeps the board informed on issues, needs, and operations of the district.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

7. The superintendent deals with complaints from district and community personnel and brings unresolved complaints before the board.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

8. The superintendent recommends policies on organizations, finances, instructional programs, personnel, school plant and related functions of the district in order to enhance effective educational programs.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

9. The superintendent interprets board policies to the staff and community and executes them accordingly. The superintendent exercises discretion and judgement in matters not covered by board policy.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

10. The superintendent recommends the number, types, and organization of positions needed to carry out district functions effectively and makes appropriate recommendations for personnel actions to the board.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

11. The superintendent promotes an ethical and positive work environment and high staff morale within the district. He fosters an attitude of unity and harmony with the school board and serves as a liaison between the board and staff.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

12. The superintendent keeps informed of all aspects of the instructional program and curriculum planning.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

13. The superintendent prepares recommendations for the annual budget.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

14. The superintendent ensures that funds are expended in accordance with the approved budget and supervises all financial accounting in order to manage and control funds effectively.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

15. The superintendent ensures that the school plant and facilities are properly maintained.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

16. The superintendent develops and implements a planned program for communication between the district and community in order to promote community support and involvement.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

17. The superintendent represents the district in activities involving other school districts, institutions, agencies, and professional or community groups.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

18. The superintendent prepares and submits accurate and timely reports required by the board, the Texas Education Agency, and other federal or state agencies.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

19. The superintendent pursues professional development through reading, attending conferences, and involvement with related agencies.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

20. The superintendent supports staff development and provides opportunities for staff to attend professional development programs.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:



Superintendent Evaluation 2025

Personal Characteristics

5- Clearly Outstanding, 4- Exceeds Expectations, 3- Meets Expectations, 2- Below Expectations, 1- Unsatisfactory

21. The superintendent seeks and accepts constructive criticism.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

22. The superintendent defends his/her principles and convictions in face of pressure and partisan influence in a professional manner.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

23. The superintendent speaks well in front of large or small groups.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

24. The superintendent thinks well on his/her feet when faced with an unexpected or disturbing turn of events in a large group meeting.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

25. The superintendent understands people and is sensitive to their feelings and needs.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

26. The superintendent, by his/her own example, inspires school employees to the highest professional standards.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

27. The superintendent makes himself/herself available and works openly with classroom teachers and other school personnel.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

28. The superintendent supports and enforces board policies that run contrary to his/her personal recommendations.

- 1 - Unsatisfactory (Requires comment)
- 2 - Below Expectations (Requires comment)
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Clearly Outstanding

Comment:

29. The superintendent conducts all official business with the board as a whole and not with portions of the board or with individual members.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

30. The superintendent supports and attends extra-curricular and community events.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:



Superintendent Evaluation 2025

Student Performance

5- Clearly Outstanding, 4- Exceeds Expectations, 3- Meets Expectations, 2- Below Expectations, 1- Unsatisfactory

31. The superintendent promotes improvement in student performance by comparing disaggregated student performance results to state accountability standards and prior year performance.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

32. The superintendent communicates student performance goals to principals and program directors.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

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33. The superintendent communicates student performance strengths and weaknesses to the board.

- ☐ 1 - Unsatisfactory (Requires comment)
- ☐ 2 - Below Expectations (Requires comment)
- ☐ 3 - Meets Expectations
- ☐ 4 - Exceeds Expectations
- ☐ 5 - Clearly Outstanding

Comment:

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