

SAN DIEGO INDEPENDENT SCHOOL DISTRICT
609 LABBE AVE.
SAN DIEGO, TEXAS 78384

PERSONAL AND CONFIDENTIAL

APPRAISAL INSTRUMENT FOR THE SUPERINTENDENT

Name: Dr. Samuel Bueno

Date of Review: _____

Years in Present Position: 3 yrs 3 mths

Period of Review: 12 months

- The appraisal, or evaluation, process must include the following three steps:
 1. Procedures for setting goals that define expectations and priorities for the Superintendent.
 2. At least one formative conference, conducted at an interim meeting at which the board and superintendent check progress in meeting expectations and discuss ideas for enhancing performance.
 3. A summative conference, which is what we normally think of as an evaluation conference, where an instrument is filled out, summing up performance for the year, the assessment of performance is discussed (19 TAC 150.1022 (a))

Superintendent Evaluation Individual Response Form

Superintendent: Dr. Samuel Bueno

Date of Review: _____

Board Member: _____

Performance Period: _____

The instrument consists of three parts:

Part 1: An assessment of priority performance goals

Part 2: A review of general responsibilities

Part 3: An assessment of student performance

In completing Parts 1, 2 and 3 the board will consider data from the student performance domain along with other appropriate data.

Rating Scale:

5	OUTSTANDING Consistently exceeds expectations and significantly meets all or most objectives, demonstrates exceptional authority of knowledge, an expert. Reserved for unusually high performers.
4	EXCELLENT Frequently exceeds expectations and meets all or most objectives, demonstrates a high degree of proficiency in performing job requirements.
3	SATISFACTORY Meets expectations and achieves objectives to a completely satisfactory level. No significant improvement needed. Most employees rank at this level.
2	NEEDS IMPROVEMENT Achieves many objectives, but misses some. Does not completely meet required expectations, needs improvement.
1	UNACCEPTABLE

Part 1: Priority Performance Goals

DISTRICT GOAL 1: CURRICULUM AND INSTRUCTION

San Diego Independent School District will collaborate to ensure that EVERY student will perform at or above the State Performance Standards and the National Performance Standards (Adequate Yearly Progress-AYP). The district will maintain its Accountability Rating as measured by the Texas Academic Performance Report (TAPR).

Objective 1: Develop a shared Mission, Vision, Set of Values, and Goals that serve as a unifying force.

Objective 2: Provide support for students who do not initially learn to standards, by creating a system of prevention and interventions.

Objective 3: Promote a culture of collaboration focused on teaching and learning.

Objective 4: Employ productive use of data by instructional teams to enhance student achievement.

Objective 5: Build capacity for sustainable leadership.

RATING: _____

Comments to support rating:

DISTRICT GOAL 2: FINANCES

San Diego Independent School District will collaborate to ensure that EVERY student will benefit from a financial accountability system that maximizes the effective management of district resources, aligns with instructional program goals and complies with State Accountability Standards.

Objective 1: Provide financial information to all citizens, taxpayers, customers, investors, and creditors that demonstrates the District’s accountability for the funds it receives.

Objective 2: Collaborate to accurately gather, analyze, and monitor financial data that will be used in audit findings reported to the local Board of Education and State Agencies.

Objective 3: Ensure that spending is purposeful, focused, and aligned with all instructional programs and initiatives.

RATING: _____

Comments to support rating:

DISTRICT GOAL 3: POSITIVE SCHOOL ENVIRONMENT

San Diego Independent School District will collaborate to provide EVERY Student a safe and orderly environment.

Objective 1: Establish a clearly defined discipline management system that helps students manage their own behaviors.

Objective 2: Establish a clearly defined safety/emergency plan that adheres to federal, state, and local codes.

Objective 3: Create a positive culture of trust in which EVERY individual has value and worth.

RATING: _____

Comments to support rating:

Part 2: General Job Performance and Responsibilities

Three major areas of the superintendent's responsibilities are considered as the following:

1. Educational leadership
2. District management, and
3. Board and Community relations.

Indicators of effective job performance are grouped into categories (A, B, and C) for each of these major areas.

Directions: Use the rating scale above to rate the categories listed under each of these areas. Use the comment section at the end of each category to note specific aspects of the superintendent's performance that merit commendation or that represents deficiencies.

Since effective performance in each of these areas should contribute to the basic district mission of improved student achievement, consider the data reported in Part 3: Student Performance Domain, along with other appropriate information, rating the superintendent's performance.

RESPONSIBILITY A: EDUCATIONAL LEADERSHIP

The superintendent provides leadership and direction for the development of an educational system that is based on the needs of students on standards of excellence and equity, and on community goals.

Category A: Instructional Management

Indicators

1. Established effective mechanisms for communication to and from staff in instructional evaluation, planning and decision making
2. Oversees annual planning for increased student learning and conducts periodic assessments of the effectiveness of the planning process.
3. Ensures that goals and objectives form the basis of curricular decision making and instruction and communicates expectations for high achievement.
4. Ensures that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
5. Oversees a system for regular evaluation programs to meet student instructional needs and to attain desired student achievement.

Rating: _____

Comment to support rating:

Category B: Student Services Management

Indicators

1. Oversees student services, including but not limited to health, safety, and counseling services and monitors for effectiveness.
2. Oversees a discipline management program and monitors for equity and effectiveness.
3. Encourages, oversees and participates in activities for recognition of student efforts and accomplishments.

Rating: _____

Comment to support rating:

Category C: Staff Development and Professional Growth

Indicators

1. Oversees a performance appraisal process for instructional staff that reinforces standards of excellence and assesses deficiencies, ensures that results are used in planning for improvement.
2. Ensures that appropriate staff development is available and monitors staff development for effectiveness.
3. Stays abreast of development in educational leadership and administration.

Rating: _____

Comments to support rating:

RESPONSIBILITY 2: DISTRICT MANAGEMENT

The superintendent demonstrates effective planning and management of district administration, finances, operations, and personnel.

Category A: Administration Management

Indicators

1. Ensures that key planning activities within the district are coordinated and are consist with board policy and applicable law, and those goals and results are communicated to staff, students, and public as appropriate.
2. Organizes the central office “Support Office” in a manner consistent with district priorities and resources and monitors administrative organization at all levels for effectiveness and efficiency.
3. Oversees procedures to ensure effective and timely compliance with all legal obligation, reporting requirements, and policies.

Rating: _____

Comments to support rating:

Category B: Fiscal, Facilities, and Operations Management

Indicators

1. Oversees a budget development process that results in recommendations based on district priorities and available resources.
2. Oversees budget implementation that ensures appropriate expenditure of budgeted funds and provides for clear and timely budget reports.
3. Ensures that district investment strategies, risk management activities, and purchasing practices are sound, cost effective, and consistent with district policy and law.
4. Implements and oversees a planning process that results in goal, targets, or priorities for all major areas of district operations, including but not limited to facilities maintenance, transportation, and food services.
5. Monitors effectiveness of district's operations against appropriate benchmarks.

Rating: _____

Comments to support rating:

Category C: Personnel Management

Indicators

1. Ensures that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
2. Oversees a performance appraisal process for noninstructional staff that reinforces a standard of excellence and assesses deficiencies; ensures that results are used in planning for improvement.
3. Encourages, oversees, and participates in staff recognition activities.

Rating: _____

Comments to support rating:

RESPONSIBILITY 3: Board and Community Relations

The superintendent maintains positive and productive working relationships with the board of trustees and the community.

Category A: Board Relations

Indicators

1. Keeps the board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
2. Responds in a timely and complete manner to board requests for information that are consistent with board policy and established procedures.
3. Provides recommendations and appropriate supporting materials to the board on policy issues and matters for board decision.
4. Interprets and supports board policy and decisions to staff and community.
5. Maintains a positive and professional working relationship with the board.

Rating: _____

Comments to support rating:

Category B: Community Relations

Indicators

1. Directs a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the district.
2. Established mechanisms for community and business involvement in the schools and encourages participation.
3. Works with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

Rating: _____

Comments to support rating:
