



Independent School District #1 Aitkin Public Schools

“Strong Relationships. Innovative Education, We are ISD #1”

Superintendent Evaluation

Superintendent: _____ Evaluator: _____

Date: _____ 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 a rating scale is provided to allow School Board members to rate the Superintendent’s performance relative to each topic. School Board members should circle the appropriate response and use the space for comments to further evaluate the Superintendent. Prior to the evaluation, School Board members and the Superintendent should review the evaluation topics and discuss what each rating means.

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

- 1 Unacceptable performance
- 2 Improvement needed
- 3 Expectations have been met
- 4 Very good performance
- 5 Outstanding performance
- UA Unable to answer

Evaluation Codes

Low - High

1 2 3 4 5 UA

1. Provides leadership for the School District’s educational programs, staff development programs, and curriculum developments to provide the best possible learning environment for the students.

Comments:

2. Informs and Advises the School Board about programs, practices, and problems of the School District and keeps the School Board informed of the activities operating under the School Board's authority.

1 2 3 4 5 UA

Comments:

3. Explains 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.

1 2 3 4 5 UA

Comments:

4. Acts as a liaison between the community and the School District and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and keeps them informed of and involved with School District activities.

1 2 3 4 5 UA

Comments:

5. Oversees all financial operations of the School District and prepares, presents, and recommends the various budgets to the School Board.

1 2 3 4 5 UA

Comments:

6. Interprets employee proposals for the School Board and recommends adjustments to employee policies and salary structures

1 2 3 4 5 UA

Comments:

7. Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, School District goals, and instructional goals.

1 2 3 4 5 UA

Comments:

8. Establishes and maintains good relationships with agencies and personnel outside the School District to promote the best interest of the School District through contact with legislators, other

1 2 3 4 5 UA

superintendents, local governmental leaders, etc

Comments:

9. Maintains and improves effective School Board-Superintendent relations by periodically reviewing and upgrading performance through seminars and training sessions.	1	2	3	4	5	UA
---	---	---	---	---	---	----

Comments:

10. Delegates responsibility and authority to School District employees as appropriate, defines the authority and responsibilities of mid-management staff, and effectively evaluates them.	1	2	3	4	5	UA
---	---	---	---	---	---	----

Comments: