

Adopted: December 6, 2010

Revised: June 3, 2013

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.

B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.

~~B. C.~~ The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.

~~C. D.~~ Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use reasonable interpretation of school board policies to make decisions, take actions, establish practices and develop activities to achieve the School Board's strategic goals.

~~D. E.~~ The Superintendent shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted educational, business, and professional ethics and practices.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: Becker Policy 202 (School Board Officers)
Becker Policy 214 (Out-of-State Travel by School Board Members)
Becker Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
Becker Policy 306 (Administrator Code of Ethics)

Becker Policy 412 (Expense Reimbursement)
Becker Policy 511 (Student Fundraising)
Becker Policy 602 (Organization of School Calendar and School Day)
Becker Policy 605 (Alternative Programs)
Becker Policy 701 (Establishment and Adoption of School District Budget)
Becker Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Becker Policy 802 (Disposition of Obsolete Equipment and Material)
Becker Policy 905 (Advertising)
MSBA Service Manual, Chapter 3, Superintendent of Schools

Superintendent Performance Appraisal

Name: Dr. Stephen L. Malone

Date: June 4, 2012

Evaluator:

Appraisal Period: From July 1, 2011 to June 30, 2012

Listed below are performance responsibilities of the position of superintendent. After each responsibility, performance indicators are listed. Rate each performance by circling the appropriate response and/or you may use the comment area below each responsibility to evaluate the superintendent. Please feel free to use one or the other or both ways to evaluate.

Evaluation Rating: Use the number that best describes extent of achievement.

- 1 Indicated unacceptable performance.
- 2 Indicates improvement needed.
- 3 Indicates meets expectations.
- 4 Indicates very good performance.
- 5 Indicates outstanding performance.
- UA Unable to answer.

1. Informs and advises the board about programs, practices, and problems of the schools, and keeps the board informed of the activities operating under the board's authority.

		<i>Evaluation Rating</i>					
		<i>Low</i>			<i>High</i>		
1.1	Provides a detailed agenda and ample information for school board meetings	1	2	3	4	5	UA
1.2	Communicates and interacts with school board members and answers questions promptly	1	2	3	4	5	UA
1.3	Timeliness and thoroughness of presentations and recommendations to the board	1	2	3	4	5	UA

Comments:

2. Defines educational needs of the district to the school board, recommending need for new or revised policies, and staffing recommendations for board decisions. Provides leadership for district's educational programs, staff development programs, and curriculum development to provide the best learning environment for the students.

- | | | | | | | | |
|-----|--|---|---|---|---|---|----|
| 2.1 | Is knowledgeable in curricular and instructional trends and developments | 1 | 2 | 3 | 4 | 5 | UA |
| 2.2 | Advises the board on the need for new policies | 1 | 2 | 3 | 4 | 5 | UA |
| 2.3 | Implements and administers adopted policies of the board | 1 | 2 | 3 | 4 | 5 | UA |
| 2.4 | Coordinates staff to meet the needs of the district to include: recruitment, selection, orientation, professional growth, evaluation and termination | 1 | 2 | 3 | 4 | 5 | UA |
| 2.5 | Coordinates appropriate staff development procedures and programs | 1 | 2 | 3 | 4 | 5 | UA |
| 2.6 | Provides for the educational needs of all children | 1 | 2 | 3 | 4 | 5 | UA |

Comments:

3. Acts as 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 to keep them informed and involved with the school activities

- | | | | | | | | |
|-----|--|---|---|---|---|---|----|
| 3.1 | Represents the school district as an effective public relations spokesperson | 1 | 2 | 3 | 4 | 5 | UA |
| 3.2 | Participates in various civic and community groups as a means of promoting understanding and support for district programs | 1 | 2 | 3 | 4 | 5 | UA |

3.3	Supports and coordinates involvement of parents, students, and the community in the schools	1	2	3	4	5	UA
-----	---	---	---	---	---	---	----

Comments:

4. Oversees the financial operations of the district, supervises the preparation and presentation of the budget to the school board, and recommends the various budgets to the school board.

4.1	Has knowledge of finance and budgeting	1	2	3	4	5	UA
-----	--	---	---	---	---	---	----

4.3	Preparation of annual budget for board approval in coordination with the director of business services	1	2	3	4	5	UA
-----	--	---	---	---	---	---	----

4.4	Demonstrates financial responsibility in recommendations to the school board	1	2	3	4	5	UA
-----	--	---	---	---	---	---	----

Comments:

5. Interprets staff proposals to the board and recommends adjustments of employee policies

5.1	Assists and advises school board in contractual negotiations	1	2	3	4	5	UA
-----	--	---	---	---	---	---	----

5.2	Has a favorable working relationship with school district employees	1	2	3	4	5	UA
-----	---	---	---	---	---	---	----

5.3	Provides a positive and open atmosphere in which dialogue may occur	1	2	3	4	5	UA
-----	---	---	---	---	---	---	----

Comments:

6. Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, district goals, and instructional goals

6.1 Assists the board in the process of establishing district goals 1 2 3 4 5 UA

6.2 Updates the board regarding the district's progress toward the achievement of district goals and the superintendent's progress toward the accomplishment of mutually developed goals 1 2 3 4 5 UA

Comments:

7. Maintains and improves effective board/superintendent relations by periodically reviewing and upgrading performance through joint seminars and training sessions.

7.1 Engages in activities to promote own professional growth and development 1 2 3 4 5 UA

7.2 Encourages board members to attend local, state, and national conferences 1 2 3 4 5 UA

Comments:

8. Is ultimately accountable for all aspects of school district operation.

8.1 Delegates responsibilities and authority to subordinates 1 2 3 4 5 UA

8.2 Evaluates and manages mid-management staff (i.e. Director of Business Services, Principals, Community Education Director, Technology Director, Curriculum Director) effectively 1 2 3 4 5 UA

Comments:

Leadership Traits (Optional)

Name: Dr. Stephen L. Malone

Date: June 4, 2012

Evaluator:

Appraisal Period: From July 1, 2011 to June 30, 2012

Please provide your perceptions regarding the following leadership traits:

1. Is sensitive to the reactions of other people, deals with them understandingly and positively.

Perceptions: _____

2. Shows evidence of emotional control, is calm, poised and mature.

Perceptions: _____

3. Is enthusiastic and positive.

Perceptions: _____

4. Listens well.

Perceptions: _____

5. As a member of a team - adjusts readily and works constructively in group activities.

Perceptions: _____

6. Initiative -- independently sees the need for and takes action required to carry out responsibilities.

Perceptions: _____

7. Establishes and maintains integrity.

Perceptions: _____

8. Dependability and perseverance -- meets promises and finishes tasks without frequent checking and in spite of difficulties.

Perceptions: _____

