

Evaluation of Superintendent

District: Browning Public School District #9

This evaluation is composed of two parts: Part 1, **Progress Toward District Goals and Objectives;** and Part 2, **Evaluation of Superintendent.**

Part 1, Progress Towards District Goals is based on the district's goal setting. It directly links the action plans developed by our administration to the evaluation document. The superintendent fills out Part 1 completing Goals/Objectives, the indicator of Achievement and his/her assessment of success. The completed form is given to each board member who then marks the form agreeing or disagreeing with the superintendent's assessment. Comments on each area are needed to support your scale. The superintendent's assessment is due to the Board, no later than the 1st. Scheduled boarding meeting in December of each year.

Part 2, Evaluation of Superintendent incorporated those elements of job performance typically found in the district's job description, as well as those skills deemed most effective in assuring optimal management and guidance of Browning School District #9.

Formal and informal observations of the superintendent over the course of the year will provide relevant material for completing this form. **Please remember that you are viewing the performance over a full year, and that the Superintendent takes action at the request of the majority of the board, not individual members.**

Using this instrument, you have the opportunity to give a rating to every indicator within each of the major categories. Providing specific comments and examples is the area that you have judged to be in **Need of improvement or Unsatisfactory.** Please suggest areas for development of the Superintendent's personal goals in any of the categories.

Each indicator should be completed using the following scale:

- | | |
|---------------------------|--|
| Commendable: | Consistently exceeds stated board expectations.
(Performance is noticeable better than "meets expectations") |
| Meets Expectation: | Meets stated board expectations-satisfactory, sufficient.
(Performance is acceptable) |
| Needs Improvement: | An area where stated expectations are met infrequently.
(Performance comes close to being acceptable but further development is needed.) |
| Poor: | An area where stated expectations are not met.
(Performance is clearly below acceptable level-significant improvement is required) |
| Don't Know | (Not observed or insufficient knowledge to rate) |

Browning Public Schools District #9
Superintendent Evaluation

Part 1

Progress toward DISTRICT Goals and Objectives
Due to the Board, no later than the 1st Scheduled board Meeting in December of each year

Superintendent: John Rouse

District: #9

Goal Area:

Objective:

<u>Indicators of Achievement</u>	Superintendent's Assessment			Board's Assessment	
	Achieved	Partially Achieved	Not Achieved	Agree	Disagree
Please feel free to make copies if needed					

Board's Comments:

Evaluation of Leadership

Part 2

<i>Leadership</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Understands district policies and procedures, the scope of his/her area of responsibility and exercises authority accordingly.					
2. Provides the vision and mission necessary to Make his/her area of responsibility work successfully and in sync with other parts of the district organization.					
3. Ensures that his/her area of responsibility performs to expectations.					
4. Performs research and investigations necessary to reach sound decisions.					
5. Accepts credit or criticism for the performance of his/her area of responsibility in an objective, professional manner.					
6. Develops and updates plans for his/her area of responsibility to implement approved goals and objectives.					
7. Assesses needs and plans realistic long-term solution, Works for approval of such solutions, within framework.					
8. Regularly achieves goals and objectives as scheduled.					
9. Organizes and schedules work sequences and processes, including obtaining necessary resources to avoid delays in achieving planned results.					
10. Concerned about standards of quality and how Performance or work results measure against it					
TOTAL					

Evaluation Sources: Superintendent's Annual goal setting process toward district goals; Superintendent's implementation of district's curriculum plan. Curriculum presentations to the board and the public;

Comments of Board Member:

Evaluation of Personnel Administration

<i>Personnel Administration</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Plans, assigns and directs work of staff in performing work and carrying our objectives of his/her area of responsibility.					
2. Ensures that new Board Members/staff are Provided orientation in their positions. (Within the Administration)					
3. Provides staff with training and professional Development necessary to work as an efficient, coordinated team in carrying out goals and objectives of his/her responsibility.					
4. Oversees work of staff, ensures they stay on task, Follow district policies, procedures and workplace Rules, and holds them accountable for violations.					
5. Implements disciplinary measures in an appropriate, timely and progressive manner.					
6. Counsels and advises staff and evaluates performance.					
7. Compliments and recognizes staff for exceptional performance on a regular basis.					
8. Recommends and ensures implantation and evaluation of all board approved curriculum.					
9. Maintains a functional "user friendly" building, workplace, reassures it's safety, organized and properly supplied with appropriate materials, supplies, etc.					
10. Listens attentively, speaks appropriately, and shows fairness to all staff within the district.					
TOTAL					

Evaluation Sources: Evidence of a coordinated program of professional in-service growth for school district staff; evidence of appropriate delegation and supervision skills; Quality of new staff. Retention of quality staff. Appraisal of Superintendent's efforts and insight in matching staff abilities with district needs.

Comments of Board Member:

Evaluation of Financial Management

<i>Financial Management</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Seeks out available sources for alternate funding to Support programs and projects.					
2. Ensures that the budget implements the district's goals					
3. Ensures the budget is carefully planned, maximizing resources.					
4. Works with Director of Finance to ensure that Budget is accurate and completed for approval by the Board on time.					
5. Promote & Support Indian Preference Under Federal Funding					
TOTAL					

Evaluation Sources: Evidence that budget implements district's goals. Board meetings and Board minutes: Annual budget, audit report, monitoring report. Superintendent's ability to maximize the use of available resources, providing valid rationale for budget items; analysis of monthly financial reports; evidence that the Superintendent has kept the board informed on all financial matters.

Comments of Board Member:

Evaluation of School/Community Relations

<i>School/Community Relations</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Builds partnerships with community, business, and government leaders.					
2. Develops strategies to promote parental involvement in their children's education.					
3. Maintains contact and good relations with local media. Has good public relation skills.					
4. Views student achievement as the highest goal and takes affirmative action to ensure that expectations are being met at every level in every area.					
5. Demonstrates a personal enthusiasm and a positive attitude toward students and parents/guardians.					
6. Attends events, meetings, and conferences as needed to establishing good interaction with committees, students, parents, and staff.					
7. Keeps the staff/students/community informed of upcoming meetings, trainings etc.					
8. Keeps the staff/students/community informed of upcoming projects within the district, which will effect them directly.					
9. Does not engage in or promote any form of illegal discrimination including race, ethnic bias or gender.					
TOTAL					

Evaluation Sources: Superintendent's communication efforts and skills provide evidence of staff, student, parent, community involvement. Evidence of on-going outreach to various media, examples of public relations materials, awards, etc. Observations at various district and community meetings and events.

Comments of Board Member:

Evaluation of Board/Superintendent Relationship

<i>Board/Superintendent Relationships</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Respects the policy making authority and responsibility of the board. Supports policy decisions as finalized.					
2. Prepares and submits to the board recommendations relative to all matters requiring board action.					
3. Keeps board informed regarding district issues. (legal)					
4. Advises the board on labor relations issues and administers the collective bargaining agreement.					
5. Provides a communication system that feeds critical information to the board for decision-making.					
6. Knows and implements board policies.					
7. Recommends drafts of new policies or changes to other policies by law to the board.					
8. Ensures that the New Board Members/veteran Board Members are provided orientation in their positions. (Newly elected Board Members) (chairman's – vice-chairman's elected, what his/her position/authority)					
9. Demonstrates consistency in following through with required action or requests from the board.					
10. Prepares well for meetings and presentations to the board, by giving appropriate information to the board for review prior to meetings.					
11. Collects adequate and reliable information before Making recommendations and decisions to the board.					
TOTAL					

Evaluation Sources: Board meetings and board minutes; appraisal of policy presentations; the efficacy of district policy manual, as well as evidence of on-going administrative review and evaluation of policy implementation; Monitoring report; timelines and thoroughness of board packets; superintendent's recommendation to the board; superintendent's reports.

Comments of Board Member:

Evaluation of Management

<i>Management</i>	Commendable	Meets Expectations	Needs Improvement	Poor	Don't Know
1. Exhibits skills in planning and organizing					
2. Maintains control of the school system					
3. Makes recommendations and decisions in a timely manner.					
4. Uses chain of command. Follows chain Up & Down					
5. Delegates tasks for completion.					
6. Attendance – Can be relied upon to be at work as scheduled.					
7. Confidentiality - Understands that certain verbal and written information is privileged confidential information.					
8. Safety – Observes himself/herself in a manner to protect against injury to themselves, co-workers, students, parents and public.					
9. Workplace Environment – Provides a courteous Reception.					
10. Keeps staff informed of policy changes/Law & Board decisions					
TOTAL					

Evaluation Sources: Superintendent's year-end report on progress toward district goals and objectives; Superintendent's ability to make recommendations, decisions, delegate authority, maintain control and exhibit skill in planning and organization. Day to day operations; attendance, confidentiality, provides direction.

Comments of Board Member:

Strong Points:

Areas for Improvement:

Recommendation: Discharge Retain in present position Transfer

Reviewed with Superintendent on ____/____/____

TOTALS: Commendable _____ Meets Expectations _____ Needs Improvement _____
Poor _____ Don't Know _____

Superintendents signature acknowledges that she/he have received a copy, that she/he have had the chance to review and comment on this evaluation, and does not necessarily indicate agreement. Refusal to sign is an act of insubordination which may lead to disciplinary action.

Board of Trustee Signature	Title	Date
Superintendents Signature	Title	Date

Drafted 11/30/16 **Approved By Board** ____/____/____

NOTES: