

The first portion of this evaluation accounts for up to 67% of the Superintendent's evaluation. The remaining 33% will be based upon student growth data as determined by the District goals and the targets met.

Rating Levels:

Distinguished: Superintendent is a master administrator whose sphere of influence has a system-wide impact.

Proficient: Superintendent meets the expected performance standard.

Basic: Superintendent meets the minimum requirements on the state performance standard and/or is inconsistent in performance.

Unsatisfactory: Superintendent does not meet state performance standard and does not demonstrate progress toward meeting standard.

RELATIONSHIP WITH BOARD OF TRUSTEES

Relationship with Board of Trustees

- **Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board.**
- **Attends and participates in all Board meetings.**
- **Makes administrative decisions necessary to the proper function of District.**
- **Prepares and submits to Board recommendations on all matters requiring board action. Recommendations are supplemented with necessary and helpful facts, information, and reports as needed for Board to make informed decisions.**
- **Supervises effective administration of all federal, state, local, constitutional and statutory laws, state regulations and board policies.**
- **See to the execution of all decisions of the Board.**
- **See that sound plans of organization, educational programs and services are developed and maintained for the Board.**
- **Recommends, annually, to the Board of Trustee the District Goals. Monitors and reports back to the Board at least semi-annually, on the progress towards achieving the goals.**
- **Delegates powers or duties to other district employees. Delegation of power or duties does not relieve Superintendent of final responsibility for action taken under such delegation.**

* 1. Relationship with the Board of Trustees

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 2. RELATIONSHIP WITH BOARD OF TRUSTEES Ranking Comments:

EDUCATIONAL LEADERSHIP & CURRICULUM

Educational Leadership and Curriculum

- **Keeps informed of current curricular and educational thoughts, trends, and practices, as well as proposed legislation impacting the schools. Informs the Board of Trustees of significant developments in these areas.**
- **Oversees development and implementation of objectives and long-range plans for curriculum and instructional evaluation and improvement.**
- **Recommends to Board for adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in schools.**
- **Assures continuous study and revision of curriculum guides and courses of study.**
- **See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.**
- **Conducts periodic audit of total school program; advises Board on recommendations for educational advancement in schools.**

* 3. Educational Leadership and Curriculum

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 4. EDUCATIONAL LEADERSHIP Ranking Comments:

FINANCIAL MANAGEMENT SKILLS

Financial Management Skills

- Prepares annual operating budget recommendations based on guidelines set by the Board of Trustees. Works with Board to develop the final budget. Implements the approved budget.
- Based on district needs, proposes a supplemental levy amount and items to the Board of Trustees for approval. Educates and informs the community in all aspects of the supplemental levy.
- Prepares all federal program budgets for submission to the State Department of Education.

* 5. Financial Management Skills

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 6. FINANCIAL MANAGEMENT Ranking Comments

IDENTIFICATION AND IMPLEMENTATION OF BOARD POLICY NEEDS

Identification and Implementation of Board Policy Needs

- See to the development of specific administrative procedures and programs to implement the intent established by the Board policies, directives and formal actions.
- Acts, if necessary, in any matter not covered by board policy; reports such action to Board as soon as practical; recommends policy in order to provide guidance in the future.
- Exercises power to implement board policy, making such rules and giving instructions to students and staff as may be necessary.
- Submits to Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or interpretation of new policy.

* 7. Identification and Implementation of Board Policy Needs

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 8. IDENTIFICATION AND IMPLEMENTATION OF BOARD POLICY NEEDS Ranking Comments

PERSONNEL

Personnel

- **Secures and recommends for employment best qualified and most competent teachers, supervisory, and administrative personnel. Hires best candidates for support staff positions.**
- **Assigns, transfers, and promotes employees as the interests of the school system may indicate.**
- **Assures systematic performance evaluation of school personnel and takes necessary actions regarding any employee whose performance is judged to be unsatisfactory.**
- **Holds such meetings of school personnel as are necessary for discussion of matters related to the welfare and improvement of the schools.**
- **Oversees employee relations in the school system.**

* 9. Personnel

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 10. PERSONNEL Ranking Comments

SUPERVISION OF FACILITIES, TRANSPORTATION & STUDENT SAFETY

Supervision of Facilities, Transportation and Student Safety

- **Determines, with the Board of Trustees, short and long-range building needs and oversees implementation of construction, operation and maintenance programs.**
- **Provides suitable instructions and regulations to govern use and care of school properties for school purposes.**
- **Recommends to Board sales of all property no longer required by Board; supervises execution of such sales.**
- **Recommends establishment or alteration of attendance boundaries for all schools in the interest of good administration of instructional programs.**
- **Makes recommendations to Board concerning transportation of students in accordance with law and safety requirements.**
- **Prepares crisis and disaster plans for District with input from staff, law enforcement, and other appropriate persons; oversees implementation including practice drills.**

* 11. Supervision of Facilities, Transportation and Student Safety

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 12. SUPERVISION OF FACILITIES, TRANSPORTATION AND STUDENT SAFETY Ranking Comments

GENERAL MANAGEMENT

General Management

• Takes necessary steps to assure the safety and welfare of students and employees in schools and at school sponsored events. Also takes action to assure the safety of students in transit to and from school.

* 13. General Management

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 14. GENERAL MANAGEMENT Ranking Comments

COMMUNICATIONS & PUBLIC RELATIONS

Communications/Public Relations

- Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.
- Establish and maintain liaison with other school districts, the State Department of Education, colleges and universities and the U.S. Department of Education.
- Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda.
- Confers periodically with professional and lay groups concerning school programs and relays suggestions to Board gained from such conferences.
- Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
- Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.
- Maintains open lines of communication and cooperative relationships with school staff, Board, parents and community at-large.

* 15. Communications and Public Relations

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 16. COMMUNICATIONS AND PUBLIC RELATIONS Ranking Comments

Student Growth Data - Based upon Goals in Strategic Plan

This portion of the evaluation accounts for 33% of the overall ranking.

* 17. Based on the WBCSD Math Problem Solving Assessment, 80% of the students will achieve a 3 or a 4 point Math Rubric or grow at least 1 point on the rubric between November 2014 and May 2015.

- Distinguished
- Proficient
- Basic
- Unsatisfactory

* 18. Based on the WBCSD School Performance Writing Assessment, 80% of the students will achieve a 3 or a 4 point Math Rubric or grow at least 1 point on the rubric between November 2014 and May 2015.

- Distinguished
- Proficient
- Basic
- Unsatisfactory