

## ***Superintendent's Performance Evaluation Worksheets***

**Note:** These worksheets are intended to guide the Board of Education's discussion regarding the Superintendent's job performance. The meeting and discussion should be conducted in executive session.

### **I. Educational Leadership**

**Essential Question:** Does the Superintendent of Schools consistently meet or exceed the mutually established performance goals in the area of Educational Leadership?

#### **Supplemental Questions:**

Does the Superintendent serve as the Board of Education's educational leader and chief executive?

Does the Superintendent work with the Board of Education, staff and community to facilitate the development and implementation of a vision of learning that sets high performance expectations for all students and staff?

Does the Superintendent promote a positive school culture by providing an effective instructional program and designing comprehensive professional development plans for staff; belong to, actively support and participate in professional organizations (e.g., CAPSS, AASA, CAFE, NSBA) and encourage his/her Board of Education to do so?

Does the Superintendent use best practices (research-based knowledge) related to learning, teaching, student development, organizational development and data management to optimize learning for all students?

#### **Board of Education Consensus Summary:**

---

---

---

---

---

---

## II. Organizational Management

**Essential Question:** Does the Superintendent of Schools consistently meet or exceed the mutually established performance goals in the area of Organizational Management?

### **Supplemental Questions:**

Does the Superintendent oversee the organization and management of the district's day-to-day operations?

Does the Superintendent prepare, advocate for and implement an annual budget that addresses district goals and meets the needs of all students; report regularly to the Board of Education on the status of the budget and any other fiscal concerns or issues?

Does the Superintendent, consistent with Board of Education policy, recruit, hire and retain personnel for the school district who show potential to best meet the needs of all students? Does the Superintendent provide a system of support, supervision and consistent evaluation to ensure that certified and classified staff that remain are effective?

Does the Superintendent implement policies adopted by the Board of Education and recommend changes, if appropriate; develop, implement and inform the Board of Education of administrative procedures necessary to implement Board of Education policy?

### **Board of Education Consensus Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

### III. Community and Board of Education Relations

**Essential Question:** Does the Superintendent of Schools consistently meet or exceed the mutually established performance goals in the area of Community and Board of Education Relations?

**Supplemental Questions:**

Does the Superintendent provide professional advice and keep the Board of Education informed and updated on educational issues and needs and operations of the school system by providing appropriate recommendations and supporting data?

Does the Superintendent respond to communications from staff and community, as appropriate, and ensure the adherence and appropriate response through the chain of command? Does the Superintendent keep Board of Education members informed about significant operational issues in a timely manner?

Does the Superintendent serve as a key member of the leadership team and work effectively with local, state and federal levels of government?

Does the Superintendent work in a professional manner with the Board of Education, community members and the media?

**Board of Education Consensus Summary:**

---

---

---

---

---

---

---

---

---

---

---

## **IV. Personal and Professional Qualities and Relationships**

**Essential Question:** Does the Superintendent of Schools consistently meet or exceed the mutually established performance goals in the area of Personal and Professional Qualities and Relationships?

### **Supplemental Questions:**

Does the Superintendent maintain high standards of ethics, honesty and integrity in all professional matters?

Does the Superintendent demonstrate the ability to interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district?

Does the Superintendent maintain poise and exhibit diplomacy in the full range of his/her professional activities?

Is the Superintendent a strong advocate for public education and demonstrate the courage to support his/her convictions?

### **Board of Education Consensus Summary:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---