

Keller ISD Superintendent Evaluation Instrument

General Information

The Evaluation Instrument consists of two parts: Priority Performance Goals for the superintendent and items that assess performance on ongoing management responsibilities of the superintendent. In assessing performance on both the goals and the ongoing responsibilities, the board will consult data provided by the superintendent on the Commissioner's Recommended Student Performance Domain Worksheet, data referred to in the specific items, and other data the board as a whole deems relevant to the assessment.

Priority Performance Goals for the superintendent form the primary focus of the evaluation. They should be developed in relation to established district goals or other priorities established by the board for the superintendent. For assistance in setting Priority Performance Goals, the board may wish to consult the TASB publication, *Developing Superintendent Performance Goals*.

The function of the assessment of ongoing responsibilities is both to assess general management performance and to assist the board and superintendent in identifying issues and areas they may wish to address with a Priority Performance Goal during the following evaluation year. This is a secondary aspect of the evaluation and should be used primarily to assess ongoing improvements in the district and plan for superintendent priorities in coming years.

Most items in the ongoing responsibility section include:

- A measure of effectiveness that the administration uses to drive decision-making in the particular function addressed by the item.
- Indicators that the measure is being monitored.
- Indicators that the district is continually improving.
- Provision of data the board can review to feel comfortable that the above is happening. The board should use this data assessing superintendent performance.

Rating Scale:

E	Exceptional	Progress exceeds expectations and criteria noted in the instrument
P	Proficient	Progress meets the expectations and criteria noted in the instrument
N	Needs Improvement	Progress is below the expectations and criteria noted in the instrument
U	Unsatisfactory	Progress is unacceptable

Comments may be made on any item. Any rating of "Needs Improvement" or "Unsatisfactory" must be accompanied by a comment indicating the nature of the deficiency or a statement of what the board expected to see in performance that was not evident.

District Goal or Board Priority:

TBD

Superintendent Priority Performance Goal 2:

The Superintendent will create a template for longitudinal student performance data that reflects accomplishment of Board-adopted student performance objectives and value-added student academic performance improvements.

Rating: E P N U

Comments:

District Goal or Board Priority:

TBD

Superintendent Priority Performance Goal 3:

The Superintendent will present a two-year budget forecast to the Board prior to annual request for approval of district staffing plan.

Rating: **E** **P** **N** **U**

Comments:

B. Student Services Management: The superintendent oversees a program of student services, tied to defined goals and objectives. The Board shall see:

- Semi-annual monitoring reports for student services programs.
Ex: Reports from programs such as:
College readiness/preparation
Safety Planning
Extra-Curricular program development

Rating: **E** **P** **N** **U**

Comments:

District Management

The superintendent demonstrates effective planning and management of the district administration, finances, operations, and personnel.

- A. Facilities and Operations Management:** The superintendent maintains a management system designed to produce ongoing efficiencies in major district operations, including transportation, food services, building maintenance and operations and technology. The Board shall see:
- Quarterly updates on the ten-year Operational Plan.
 - An annual report on success in terms of the goals, including longitudinal data and benchmarks.

Rating: **E** **P** **N** **U**

Comments:

B. Fiscal Management: The superintendent manages a budget development, implementation, and monitoring process that reflects sound business and fiscal practices and that supports district goals. The Board shall see:

- Budget assumptions and priorities, prior to development of the budget.
- Contingency plans for addressing any anticipated changes in district circumstances that could affect district finances in future years, reflected in a two-year financial forecast.
- Investment reports reflecting the new use of commercial paper.

Rating:

E

P

N

U

Comments:

C. Human Resources Management: The superintendent oversees a comprehensive human resources program (recruitment, retention, staffing organization, compensation and benefits, staff recognition and support) tied to defined goals and targets developed by administration for board review. The Board shall see:

- An annual list of goals, targets, or benchmarks for human resource services.
- Concerns regarding any specific individual solicited from Board in Executive Session on a quarterly basis.
- Exit interview information, as it becomes available.

Rating:

E

P

N

U

Comments:

B. Community Relations: The superintendent maintains a positive and productive working relationship with the community. The Board shall see:

- Information detailing the district's internal and external communication strategies.
- Evidence of methods for community and business involvement in schools. Evidence of methods or programs to encourage community and business participation in and with the school district.

Rating:

E

P

N

U

Comments

Summary Comments:

Superintendent: _____ Date: _____

Board President: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____

Board Member: _____ Date: _____