

# EVALUATION OF THE SUPERINTENDENT

## I. Purpose of the Evaluation

The Superintendent and the Shorewood Board of Education recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his job description.
- B. Communicate those conclusions to the Superintendent providing counsel and direction to him.
- C. Enhance the working relationship between the Board of Education and the Superintendent.
- D. Promote the professional development and growth of the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

## II. Procedures

### A. Time:

The midterm evaluation shall be conducted in November/December, and annual evaluation shall be conducted in May/June.

### B. Methodology:

1. Evaluation forms shall be given to board members by early May
2. Board members will complete the instrument as individuals.
3. The Shorewood Board of Education shall meet as a whole to review and discuss individual inputs. The Board shall reach a consensus, and the board president will complete a summary document.
4. The Shorewood Board of Education shall meet with the Superintendent in executive session to discuss the summary document and modify as appropriate.

5. The Superintendent and the board president will sign the modified document as an indication that the document has been reviewed. A copy will be placed in the Superintendent's personal folder and a copy given to the Superintendent.

## **EVALUATION OF THE SUPERINTENDENT**

**INSTRUCTIONS:** This evaluation instrument is divided into seven categories. Each board member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from **1** to **5**. The number **1** is the lowest possible score and indicates unacceptable performance. The number **5** indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

### **5 - OUTSTANDING**

The Superintendent excels in this category.

### **4 - VERY COMPETENT**

The Superintendent exceeds the expectations of his Job description.

### **3 - SATISFACTORY**

The Superintendent meets expectations.

### **2 - NEEDS IMPROVEMENT**

The Superintendent needs to concentrate self-improvement efforts in this area.

### **1 - UNSATISFACTORY**

The Superintendent's performance in this category is unacceptable and requires his immediate attention.

## **AREAS OF RESPONSIBILITY**

<b>A. EDUCATIONAL PROGRAM AND PLANNING</b>	
	Understands and stays informed regarding all aspects of the instructional program.
	Organizes and actively encourages a planned program of curriculum evaluation and improvement.
	Has provided for a system of measurement and goals for students and curriculum.
	Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.
	Anticipates needs.

**COMMENTS:**

<b>B. RELATIONSHIP WITH THE BOARD OF EDUCATION</b>	
	Provides timely, adequate information and agenda planning.
	Supports Board policy and actions to the public and staff.
	Executes Board policy in a positive and responsive manner.
	Handles differences of opinion between Board members and himself in an effective manner.
	Engenders trust among Board members, staff, and the community.

**COMMENTS:**

<b>C. PERSONNEL</b>	
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	Recommends for employment the best candidate, utilizing equal opportunity standards.
	Makes effective use of the skills of the administrative staff.
	Supports his staff while demanding their best efforts.
	Provides for the systematic, organized evaluation of all staff by appropriate supervisors.
	Practices effective operations with Education Law, the District's attorney and the Courts

**COMMENTS:**

<b>D. BUSINESS AND FINANCIAL MANAGEMENT</b>	
	Plans budget information in terms of educational priorities.
	Oversees budget operations with the Board in a clear, effective manner.
	Evaluates needs and recommends adequate financing.
	Provides adequate data to support budgetary requests.
	Controls expenditures of district funds by committing them only after approval by the Board of Education.

**COMMENTS:**

**E. COMMUNITY RELATIONSHIPS**

	Gains support and respect of the community on the conduct of the school operations.
	Maintains a cooperative relationship with the print and visual media.
	Participates actively in community life and affairs.
	Provides educational leadership to the community.
	Works well with other districts police and other municipal governments.

**COMMENTS:**

<b>F. INDIVIDUAL CHARACTERISTICS</b>	
	Uses good judgment.
	Has emotional stability and poise.
	Demonstrates high standards of ethics.
	Works fairly with all groups.
	Maintains principles under pressure.

**COMMENTS:**

<b>G. JOB RELATED CHARACTERISTICS</b>	
	Speaks and writes effectively.
	Acts in a decisive manner.
	Demonstrates creativity.
	Utilizes effective, problem solving techniques.
	Maintains his professional development by reading, conference attendance, work on professional - committees and professional organizations.

**COMMENTS:**

**H. Overall effectiveness summary statement:**

**I. Suggestions for change or Improvement:**