

**APPENDIX B**  
**April 19, 2004**

# **SUPERINTENDENT PERFORMANCE EVALUATION**

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Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Planning/Goals/Mission</b>
				Works with the Board to establish and prioritize goals for the district in the areas of educational planning, fiscal planning and facilities planning.
				Mobilizes staff toward the attainment of Board goals.
				Involves appropriate personnel in the planning process.
				Coordinates efforts of appropriate personnel in the planning process.
				Recognizes and addresses long-range and short-term issues.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Budget/Finance</b>
				Guides the process of fiscal planning and budget development.
				Proposes a budget which balances educational objectives, financial concerns, and represents board direction.
				Responds creatively to board and community concerns and provides options for board consideration.
				Administers the budget and keeps spending on line items within limits.
				Presents the budget logically and understandably.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Curriculum and Instruction</b>
				Monitors effectiveness of instructional programs.
				Provides direction of the supervision of administrators, teachers, and staff.
				Keeps current with trends and developments in curriculum and instruction.
				Initiates new programs, modifies existing ones and discontinues others, as appropriate.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	Operations Management
				Keeps himself/herself and Board informed on present and future school buildings and grounds and transportation needs.
				Evaluates plant needs and makes recommendations regarding improvements, alterations, and changes in the buildings and equipment of the district.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Personnel</b>
				Interprets for the staff all board policies and all laws relevant to education.
				Makes effective use of personnel.
				Employs shared decision making in arriving at critical decisions.
				Develops and executes sound personnel practices and procedures
				Provides for the proper evaluation of staff.
				Meets and confers with the leaders of all bargaining groups, representing the interest and will of the board.
				Recommends the number and types of positions required to provide proper personnel for the operation of the school district.
				Recommends the appointment of staff to respond to the needs of the educational program.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Community Relations</b>
				Works with the Board and community groups to share the information about the schools with the community.
				Promotes positive public relations and a positive public image with the community.
				Is open and sensitive to community concerns and desires regarding the education system.
				Participates in community life and affairs.
				Speaks clearly and effectively.
				Writes logically, concisely, and clearly.
				Provides necessary information to Board members, Board committees and the community.
				Treats the community and the Board with respect.
				Strives to build a strong positive community attitude toward the schools.
				<b>Comments:</b>



Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	<b>Board of Education</b>
				Informs the board with timely communications.
				Responds to concerns and needs of the entire Board and individual members.
				Presents important issues to the Board and makes appropriate recommendations for Board action.
				Provides the Board with facts, information and reports to insure the Board is able to make informed decisions.
				Implements board decisions.
				Accepts responsibility for maintaining liaison between the Board and personnel.
				Advises the Board on the need for new and revised policies and sees that policies of the Board are implemented.
				Reports and seeks Board input regarding any matter not covered by Board policies.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	Personal Qualities
				Exhibits good judgment, common senses and perception.
				Is poised and controlled in the face of controversy.
				Is able to delegate authority and responsibility effectively and to hold subordinates accountable.
				Shows enthusiasm about education.
				<b>Comments:</b>

Key: 1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement

1	2	3	4	Professional Growth
				Possesses and maintains the health and energy necessary to meet the responsibility of the position.
				Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
				Strives to keep current on educational trends.
				Actively participates in professional organizations with the express purpose of better serving the district and public education.
				<b>Comments:</b>

**Future Direction and Issues for Upcoming Years:**

Identify the three most significant accomplishments the Superintendent made during the past year:

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Identify three areas the Superintendent should address to enhance his/her overall effectiveness:

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What are the three most important pressing problems facing the Superintendent and/or the District in the upcoming year(s)?:

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