

EVALUATION OF THE SUPERINTENDENT

The SAU Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the Board for this purpose. The Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promoted the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community;
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
4. Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

See Superintendent Evaluation Form

First Reading: March 17, 2010

Second Reading: April 7, 2010

Adopted: April 7, 2010



SUPERINTENDENT EVALUATION FORM

Name of Superintendent: _____ Date: _____

All rankings of 2 or below should be accompanied by specific examples to support such a ranking. Rankings of 4 or above would be accompanied with specific examples of exemplary achievement. Please rank each category in total based on the sub-categories to be considered.

5 - Commendable, 4 - Exceeds Expectations, 3 - Meets Expectations, 2 - Needs Improvement, 1 - Unsatisfactory, UK - Unknown

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

ADMINISTRATION

- Establishes and maintains a sound plan of organization and assignment of staff personnel which will provide the proper framework for accomplishing District objectives.
- Fulfills the Board's goals and policies successfully.
- Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections.
- Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel.
- Implements procedures to carry out a continuous program of evaluation.
- Recommends for employment personnel who have proper certification and skills for the position.
- Organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system.
- Maintains liaison with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

INSTRUCTIONAL LEADERSHIP

- Provides overall leadership in the development and implementation of a productive instructional delivery system.
- Identifies and facilitates instruction and student achievement as the focal point of the School District.
- Identifies instructional objectives in terms of students and implements programs to meet the diverse needs of students.
- Capitalizes on the abilities and talents of the professional staff in curriculum development, implementation, and evaluation.
- Provides to staff throughout the system the time for organization and the resources required to improve instruction.
- Provides for continued monitoring and evaluation of instructional activities.
- Promotes high academic expectations and standards for students.
- Maintains a working knowledge of current educational research, reports useful new concepts and shares that information with the Board.
- Keeps the Board informed on the analysis, planning, implementation, and evaluation of instructional activities.
- Keeps the community informed of the program of instruction and plans for improvement.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

RELATIONSHIP WITH THE BOARD

- Works with the Board in the areas of analyzing, planning, implementing, and evaluating policies.
- Informs the Board on issues, operations, the instruction program, and needs of the school system.
- Informs the Board on educational activities at the state and national levels.
- Has an harmonious working relationship and maintains a professional relationship with members of the Board.
- Interprets and supports the Board policy and decisions to the public and staff.
- Provides the Board members with reports and information which will enable them to sufficiently review the operations of the District.
- Gives constructive advice and guidance to the Board regarding possibilities for District Improvement.
- States his/her convictions in matters before the Board.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5____ 4____ 3____ 2____ 1____ UK____

RELATIONSHIP WITH THE STAFF

- Includes the participation of faculty and staff in the establishment and implementation of District-wide goals, objectives, and programs.
- Facilitates high standards of performance for all staff members.
- Facilitates evaluation of staff performance as required by state law and by Board policy.
- Facilitates two-way communication and interaction with staff.
- Promotes programs for staff growth and development.
- Strives to maintain positive moral by:
 - Minimizing arbitrary decision-making and favorites;
 - Giving fair and impartial treatment to all parties in a dispute; and
 - Giving recognition and appreciation for a job well done.
- Instills confidence and self-respect among staff.
- Meets and confers with employee groups representing the interests and directives of the Board.
- Communicates effectively the concerns of employee groups to the Board and Board responses to these concerns to employee groups.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

RELATIONSHIP WITH THE COMMUNITY

- Facilitates communication within the community through an effective public information program based on the needs and successes of the District.
- Seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs.
- Develops and maintains a cooperative relationship with the news media.
- Establishes a procedure for studying and acting on complaints, criticisms, and concerns of individuals and/or community.
- Is actively involved in community arenas.
- Maintains a professional posture with other public officials and community leaders.
- Has the ability to face controversy and work effectively with it.
- Understands and responds to the unique and changing needs of the community.
- Accepts and solicits input from interested groups and individuals in the decision-making process.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

PERSONAL QUALITIES

- Sustains physical and mental health and appropriate energy to cope with the Superintendent's tasks.
- Defends principle and conviction in the face of pressure and partisan influence, yet is able to compromise.
- Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- Uses English effectively in dealing with staff members, the Board and the public.
- Speaks well before large and small groups, expressing ideas in a logical and forthright manner.
- Accepts and shares failure as well as success.
- Is able to identify and discuss own strengths and weaknesses.
- Welcomes questions and open discussion when presenting ideas.
- Exercises good judgment and involves appropriate others in the decision making process.
- Maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other Districts and meeting with other Superintendents.

COMMENTS:



SUPERINTENDENT EVALUATION FORM
(Continued)

5 _____ 4 _____ 3 _____ 2 _____ 1 _____ UK _____

FINANCIAL

- Keeps informed of the needs of the school program - supplies, equipment, plant, and facilities.
- Assumes responsibility for overall financial planning for the District, including short-term priorities and long-range planning.
- Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the Board for input and approval.
- Evaluates financial needs and makes timely recommendations for adequate funding.
- Determines that funds are spent and invested wisely; ensures that adequate controls and accounting are achieved.
- Provides leadership in solving major problems and achieving maximum utilization of resources.

COMMENTS:



**BERLIN PUBLIC
SCHOOLS**

SUPERINTENDENT EVALUATION FORM

Berlin School Board Signatures

Chair

Vice Chair

Secretary

Member

Member

Date

Superintendent

Date