

Check One:

Preliminary Evaluation

Final Evaluation

File: AFB-E

EVALUATION OF THE SUPERINTENDENT

NAME: _____ REVIEW MONTH: _____

LAST INCREASE: _____ Date _____ Rating _____ Amount _____ CURRENT SALARY: _____ TIME IN POSITION: _____

Circle One

Marking Code: C = Commendable, S = Satisfactory, U = Unsatisfactory, O = Not observed

SECTION A – RELATIONSHIPS WITH THE BOARD

COMMENTS

- | | | | | | |
|--|---|---|---|---|--|
| 1. Keeps the board informed on issues, needs, and operations of the schools system. | C | S | U | O | |
| 2. Offers professional advice to the board on items requiring board actions with appropriate recommendations based on thorough study and analysis. | C | S | U | O | |
| 3. Interprets and executes the intent of board policy. | C | S | U | O | |
| 4. Supports board policy and actions to the public and staff. | C | S | U | O | |

SECTION B – COMMUNITY RELATIONSHIPS

- | | | | | | |
|---|---|---|---|---|--|
| 5. Strives for respect and support of the community on the conduct of the school operation. | C | S | U | O | |
| 6. Solicits and gives attention to problems and opinions of all groups and individuals. | C | S | U | O | |
| 7. Develops friendly and cooperative relationships with the news media. | C | S | U | O | |
| 8. Works effectively with public and private agencies. | C | S | U | O | |
| 9. Achieves status as a community leader in public education. | C | S | U | O | |

SECTION C – STAFF AND PERSONNEL RELATIONSHIPS

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|--|---|---|---|---|--|
| 10. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties. | C | S | U | O | |
|--|---|---|---|---|--|

COMMENTS

11. Delegates authority to staff members appropriate to the position each holds.	C	S	U	O	_____
12. Recruits and assigns the best available personnel in terms of their competencies.	C	S	U	O	_____
13. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.	C	S	U	O	_____
14. Takes an active role in development of salary schedules for all personnel and recommends to the board the levels which, within budgetary limitations, will best serve the interests of the district.	C	S	U	O	_____
15. Recommends to the board changes to the current negotiated agreements consistent with current laws and negotiates a total package in the best interest of the school system.	C	S	U	O	_____
16. Works to develop positive staff morale and loyalty to the organization.	C	S	U	O	_____
17. Encourages participation of appropriate staff members and groups in planning procedures, and policy interpretation.	C	S	U	O	_____

SECTION D – EDUCATIONAL LEADERSHIP

18. Maintains liaison with state and local legislators in effort to accomplish legislation needed for school improvement.	C	S	U	O	_____
19. Understands and keeps informed regarding all aspects of the instructional program.	C	S	U	O	_____
20. Implements the district's philosophy of education.	C	S	U	O	_____
21. Participates with staff, board and community in studying and developing curriculum improvement.	C	S	U	O	_____
22. Organizes a planned program of staff evaluation and improvement.	C	S	U	O	_____

COMMENTS

23. Inspires others to highest professional standards. C S U O

SECTION E – BUSINESS AND FINANCE

24. Keeps informed on needs of the school program, plant, facilities, equipment, and supplies. C S U O

25. Supervises operations, insisting on competent and efficient performance. C S U O

26. Determines that funds are spent wisely, and adequate control and accounting are maintained. C S U O

27. Evaluates financial needs and makes recommendations for adequate financing. C S U O

SECTION F – PERSONAL QUALITIES

28. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. C S U O

29. Demonstrates his ability to work well with individuals and groups. C S U O

30. Possesses and maintains the health and energy necessary to meet the responsibilities of his position. C S U O

31. Maintains poise and emotional stability in the full range of his professional activities. C S U O

32. Defends principle and conviction in the face of pressure and partisan influence. C S U O

33. Devotes time and energy effectively to the job. C S U O

34. Uses language effectively in dealing with staff members, the board and the public. C S U O

35. Writes clearly and concisely. C S U O

COMMENTS

- | | | | | | |
|---|---|---|---|---|-------|
| 36. Speaks well in front of large or small groups, expressing his ideas in a logical and forthright manner. | C | S | U | O | _____ |
| 37. Maintains professional development by reading, coursework, conference attendance, work on professional committees, or meeting with other superintendents. | C | S | U | O | _____ |

SECTION G – GENERAL FACTORS

- | | | | | | |
|--|---|---|---|---|-------|
| 38. Judgment – The ability to select the best alternative by analyzing information. | C | S | U | O | _____ |
| 39. Initiative – The degree that needed action is recognized and independently taken. | C | S | U | O | _____ |
| 40. Communication Skills – The ability to reach understanding through transmitting and receiving messages. | C | S | U | O | _____ |
| 41. Planning and Organizing – The ability to set priorities and utilize time, equipment, and material balancing anticipated results against costs and budgets. | C | S | U | O | _____ |
| 42. Innovation – The ability to develop imaginative solutions to problems. | C | S | U | O | _____ |

SECTION H – GOALS – RESULTS DURING LAST 12 MONTHS

LAST YEAR'S GOALS

ACCOMPLISHMENTS

SECTION I – GENERAL COMMENTS ON PERFORMANCE

SECTION J – OVERALL RATING

C S U O

DATE: _____ BOARD MEMBER: _____

[Adoption date: February 21, 1996]