

SUPERINTENDENT EVALUATION of OBJECTIVE PERFORMANCE STANDARDS

The purpose of this evaluation is to objectively appraise the performance of the chief school administrator for the district. This evaluation will be distributed to board members at the March meeting for their completion and collected at the April meeting by the evaluation committee chairperson. The results will be tabulated by the evaluation committee and an average score will be used to determine the final rating of the superintendent. The evaluation will be reviewed with the board and superintendent at the May meeting.

Evaluations are a tool to be used to indicate not only areas of outstanding performance but in addition, areas that may need to be upgraded. Any areas that need to be improved upon must be followed with comments relating specific information so that the superintendent can upgrade those items.

Guidelines for scoring:

A point system will be used. The following rating scale is to be used for evaluation and is defined as follows:

1. Marginal (Does not meet)
2. Fair (needs improvement)
3. Competent (Meets)
4. Commendable (Exceeds)
5. Distinguished (Exemplary)

Definitions:

1. Marginal: Performance is clearly below the acceptable level. (Does not meet district standards.)
2. Fair: Performance comes close to being acceptable but needs further development. (Needs improvement).
3. Competent: Performance is acceptable, satisfactory, sufficient. (Meets district standards.)
4. Commendable: Performance is noticeably better than "acceptable". (Exceeds district standards.)
5. Distinguished: Outstanding performance is clearly obvious. (A special category to recognize exemplary district performance).

Section 1: Administration and Supervision

- 1) Supervises all staff, ensuring that professional and support staff members are child centered and focused on student success. 1 2 3 4 5
- 2) Reviews and supervises updating of all district curriculum on a regular basis (consistent with the District Strategic Plan). 1 2 3 4 5
- 3) Supervises operations & insists on competent/efficient performance. 1 2 3 4 5
- 4) Effectively takes a supervisory role with professional, administrative, and support staff. 1 2 3 4 5
- 5) Serves as an effective leader for the administrative team. 1 2 3 4 5
- 6) Effectively delegates authority as dictated on a standard basis with professional, administrative, and support staff. 1 2 3 4 5
- 7) Ensures that the district programs are compliant with all Federal Laws and The Pennsylvania School Code. 1 2 3 4 5
- 8) Maintains district school board policy and recommends updates as required by law or circumstance. 1 2 3 4 5
- 9) Reviews and recommends quality people for employment as positions become available. 1 2 3 4 5
- 10) Maintains and updates a high quality system of staff evaluations. 1 2 3 4 5
- 11) Prepares an efficient and effective district budget in cooperation with the district business manager. 1 2 3 4 5
- 12) Ensure that district resources are efficiently distributed. 1 2 3 4 5
- 13) Maintain political contacts in order to ensure that district priorities are heard. 1 2 3 4 5
- 14) Pursues alternate sources of revenue, including but not limited to grants.
- 15) Supports his/her staff while demanding their best efforts. 1 2 3 4 5

Section 1: Total Score:_____ **divide by 15 = Section 1 reduced score:** _____

Comments----

Section 2----Organization and planning

- 1) Completes reports and related paperwork on time and within deadlines. 1 2 3 4 5
- 2) Demonstrates the ability to organize staff for smooth and efficient operations while attaining district goals.
1 2 3 4 5
- 3) Return calls, e-mails, and correspondence in a timely manner. 1 2 3 4 5
- 4) Prioritize activities in order to make efficient use of time. 1 2 3 4 5
- 5) Identify long term needs and goals for the district. 1 2 3 4 5
- 6) Supervise the completion and submission of all long range plans (strategic, ESL, Special education, technology, and pest management). 1 2 3 4 5
- 7) Maintain an active role in the superintendent’s advisory committee of the SCTC1 2 3 4 5
- 8) Maintain an active role on the superintendent’s advisory committee of IU 8. 1 2 3 4 5
- 9) Recommend and maintain an efficient organizational structure for the district. 1 2 3 4 5
- 10) Supervise the development of the district calendar. 1 2 3 4 5
- 11) Supervise the development of the district schedules. 1 2 3 4 5
- 12) Develop a plan to balance educational needs and fiscal responsibilities. 1 2 3 4 5

Section 2: Total Score: _____ **divide by 12 = Section 2 reduced score:** _____

Comments----

Section 3----Leadership and Staff Development

- 1) Demonstrates a positive, professional relationship with district personnel. 1 2 3 4 5
- 2) Accepts responsibility for supervising administration, professional and support staff. 1 2 3 4 5
- 3) Knows and understands best practices for student achievement. 1 2 3 4 5
- 4) Develops and carries out plans for the growth of the district. 1 2 3 4 5
- 5) Develops plans and supports growth for all staff. 1 2 3 4 5
- 6) Strives to pursue personal growth in pursuit of excellence. 1 2 3 4 5
- 7) Supervise the development of plans to recognize outstanding achievement of professional and support staff members. 1 2 3 4 5
- 8) Provides leadership skills to assist the board in the process of planning long and short-range goals.
1 2 3 4 5
- 9) Decisions are well-defined, objective, timely, and on point to provide successful and practical results.
1 2 3 4 5
- 10) Provides positive, responsible leadership for the coordination, development, and support of the educational process. 1 2 3 4 5
- 11) Fosters high morale and cohesiveness among ALL employees. 1 2 3 4 5
- 12) Communicates precise expectations for programs. 1 2 3 4 5
- 13) Communicates precise expectations for personnel and professional standards. 1 2 3 4 5
- 14) Provides precise and constructive criticism when needed. 1 2 3 4 5
- 15) Encourages research and creativity among employees. 1 2 3 4 5
- 16) Provides verbal and written communications in a clear, accurate, concise, and logical manner.
1 2 3 4 5

Section 3: Total Score: _____ **divide by 18 = Section 3 reduced score:** _____

Comments----

Section 5-----Board and Community Relations

- 1) Promotes a feeling of teamwork between the board and administrative team. 1 2 3 4 5
- 2) Works closely with the school board in a team relationship. 1 2 3 4 5
- 3) Keeps all board members informed through regular communication on problems, solutions, and general operations of the school system. 1 2 3 4 5
- 4) Supports board policy and actions to the public and staff. 1 2 3 4 5
- 5) Executes board policy in a positive and responsive manner. 1 2 3 4 5
- 6) Handles differences of opinion between board members and himself/herself effectively. 1 2 3 4 5
- 7) Supervises the development of a timely and concise board agenda. 1 2 3 4 5
- 8) Ensures that board meetings are efficient and that board members time is not wasted. 1 2 3 4 5
- 9) Informs the board of the latest developments in education. 1 2 3 4 5
- 10) Maintains membership in local service organizations. 1 2 3 4 5
- 11) Regularly attends extra-curricular events. 1 2 3 4 5
- 12) Presents a positive image of the school by participating in community life and activities. 1 2 3 4 5
- 13) Strives to build effective relationships between business, industry, and the school district. 1 2 3 4 5
- 14) Exercises leadership in the development and execution of positive school/community relations.
1 2 3 4 5
- 15) Travels and represents the district in a professional manner as needed. 1 2 3 4 5
- 16) Works cooperatively with community members to help ensure a quality education for all students.
1 2 3 4 5

Section 4: Total Score: _____ **divide by 10 = Section 4 reduced score:** _____

Comments-----
