

**SUPERINTENDENT EVALUATION FORM**

Name of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Instructions: This evaluation is comprised of 5 general categories with 4-10 statements per category. The board is required to select a rating 1-5 for each statement. The board may add additional comments in space provided at the end of the evaluation. The 5 ratings choices are listed below.

- 1. Ineffective management
- 2. Developing: Needs improvement
- 3. Effective: Meets most standards
- 4. Competent: Acceptable
- 5. Excellent: Exceeds all standards

<b>PUBLIC RELATIONS, COMMUNICATIONS, AND COMMUNITY INVOLVEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Keeps the board informed of problems within the district and provided corrective action plans to resolve issues					
Is open to meet with staff, listens to concerns and provides resolution to problems as they arise					
Is open to meet with parents, listen to their concerns and provides resolutions as required					
Interacts with community members during school activites and functions					
Interacts with community members outside of school activites					
Represents the school in a professional manner while attending community and school events and functions					
Follows policy and direction provided by the board					

**SUPERINTENDENT EVALUATION FORM (Cont.)**

<b>FINANCIAL MANAGEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Accurate monthly treasurer’s reports are provided for the board’s review and approval					
Demonstrates good financial management skills					
Ensures the annual financial audit is completed in accordance with state law					
Ensures any audit findings are corrected and that preventative action plans are developed to prevent reoccurrence					
An accurate monthly itemized list of encumbrances and purchase orders are presented for the board review and approval					
An accurate monthly activity fund report is provided for the board’s review and approval					
Budgets are developed and managed to ensure the school maintains a healthy carry-over of funds from year to year					
The board is made aware of future and long-rang major expenditures					
Emerging major expenditures are discussed with the board prior to committing funding					

**SUPERINTENDENT EVALUATION FORM (Cont.)**

<b>STUDENT DEVELOPMENT/ ACADEMIC ACHIEVEMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Routinely shares strategies to improve test scores and improvements for academic growth with the board					
Promotes higher education for students by providing access to college and career technology programs					
Demonstrates the ability to implement educational innovations and successful curriculum changes which improve educational programs in the district					
Encourages high personal expectations for the performance of all students					
Organizes a planned evaluation and assessment of all educational curriculum to ensure the effectiveness of the programs					
Shows understanding of present levels of student performance based on assessments that reflect state and national academic standards					

<b>FACILITY OPERATIONS AND MAINTENANCE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demonstrates a vast working knowledge of the district’s facilities operations and maintenance needs					
An effective work order system is implemented within the district					
Effective short and long-range plans are developed and in place to support the district’s needs					

**SUPERINTENDENT EVALUATION FORM (Cont.)**

An effective preventative maintenance program is in place to ensure the longevity of district's facilities investment					
Emerging and existing facility requirements are brought before the board for consideration and prioritization					
The building fund is effectively managed throughout the district					
The board is updated at least monthly on number of work request submitted, prioritization of work requests, funding requirements and status of requests					

<b>TRANSPORTATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Transportation needs are brought to the board as they develop					
The transportation fleet is properly inspected and ready for routes and activities they are required to support					
A proactive preventative maintenance program is in place to insure the longevity of the district's transportation					
Long-range plans are developed and included budgeting for transportation needs					

<b>TECHNOLOGY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Current computer systems are up to date and capable of supporting the district's needs					

**SUPERINTENDENT EVALUATION FORM (Cont.)**

The current network, including both internet and infrastructure, is able to effectively support the district's needs					
The current communication system is working and meets the district's needs					
Long-range plans for technology upgrades are developed and presented to the board at least annually					

<b>MANAGEMENT AND STAFF DEVELOPMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Demonstrates positive and professional relationships with district personnel					
Promotes staff development activities and sets academic achievement goals for staff					
Develops a strong administrative staff who are effective leaders problem solvers					
Encourages high personal expectations for performance of all staff members					
Staffing decisions and assignments are based on course content and schedules and student curriculum is based on specific needs for improved student academic achievement					
Encourages the use of research and creativity among employees					
Utilizes student academic achievements and test scores to make administrative and instructional leadership decision					

**SUPERINTENDENT EVALUATION FORM (Cont.)**

Empowers staff throughout the district to be leaders, problem solvers and effective decision makers

--	--	--	--	--

**Signatures of board members present for superintendent evaluation**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clek

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member