

EVALUATION OF THE SUPERINTENDENT

EVALUATION OF _____

DATE _____

The school board, in its policies, will address the following:

- (1) The purpose of the evaluations;
- (2) The frequency of the evaluations;
- (3) The procedure to be used in making the evaluations;
- (4) The areas subject to evaluation; and
- (5) The use of the results of the evaluations.

ES - Exceeds Standards	Exceeds standards of performance.
S - Standard	Successfully meets standards.
NI - Needs Improvement	Demonstrates an attempt to accomplish the standard, but needs additional experience or help to improve.
U - Unsatisfactory	Unacceptable performance. Not meeting standard.

MANAGEMENT TECHNIQUES

Manages and directs education and business operations with efficiency and competency.

	EXPECTATIONS			
	<u>ES</u>	<u>S</u>	<u>NI</u>	<u>U</u>
Administers board policy	—	—	—	—
Assumes leadership in the implementation of the district's goals and philosophy of education.	—	—	—	—
Takes an active role in development of salary for all personnel.	—	—	—	—
Inspires others to highest professional standards.	—	—	—	—
Organizes a planned program of staff evaluation and development.	—	—	—	—

	<u>ES</u>	<u>S</u>	<u>NI</u>	<u>U</u>
Supervises operations, insisting on competent and efficient performance.	—	—	—	—
Determine that funds are spent wisely and that adequate control and accounting procedures are maintained.	—	—	—	—
Evaluates financial status and makes recommendations for necessary funding.	—	—	—	—
Plans and reports on the present and future needs of the total school program.	—	—	—	—
Keeps informed about the instructional program.	—	—	—	—

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

STAFF RELATIONS

Develops and maintains strong, effective and positive relationships with total staff

EXPECTATIONS

	<u>ES</u>	<u>S</u>	<u>NI</u>	<u>U</u>
Participates with staff, board, and community in studying and developing the curriculum improvement process, implementation, and evaluation.	—	—	—	—
Provides procedures in curriculum work that utilizes the abilities and talent of the professional staff and lay people of the community.	—	—	—	—

ES S NI U

Meets and confers with staff to promote understanding of the interest and will of the board.

— — — —

Develops and executes sound personnel procedures and practices.

— — — —

Insists on performance of duties and treats all personnel without favoritism or discrimination.

— — — —

Delegates authority to staff members appropriate to the position each holds.

— — — —

Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation and recommendations.

— — — —

Evaluates or provides for procedure to evaluate the performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

— — — —

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

BOARD RELATIONSHIPS

Establishes a positive, effective working relationship with the school board.

EXPECTATIONS

ES S NI U

Keeps the board informed on issues, needs and operation of the school system.

— — — —

ES S NI U

Offers professional advice to the board on items requiring board action, making recommendations based on thorough analysis. Uses legal counsel when appropriate.

— — — —

Bases any position upon principle and philosophy. Makes every effort to convey those beliefs to the board. If the board's position is otherwise, the superintendent supports the board's position.

— — — —

Makes recommendations for employment, promotion, and/or dismissal of personnel, and accepts responsibility for the recommendations. If the recommendation is not accepted by the board, the chief administrator willingly seeks another qualified person to recommend.

— — — —

Goes directly to the board when an honest, objective difference of opinion exists between the superintendent and any or all members of the board, in an earnest effort to resolve such difference.

— — — —

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

COMMUNITY/PUBLIC RELATIONS

Builds and demonstrates effective leadership and participation in community/public relations to promote and enhance the school image.

EXPECTATIONS

ES S NI U

Supports board policy and actions. — — — —

Earns respect and support of the community in the management of school operations. — — — —

Solicits opinions from divergent groups and individuals and responds respectfully to identified problems. — — — —

Develops and maintains cooperative relationships with the news media. — — — —

Participates in community life and activities. — — — —

Establishes credibility as a community leader in public education. — — — —

Works cooperatively with public and private agencies. — — — —

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

PERSONAL QUALITIES

Presents a positive leadership model.

EXPECTATIONS

ES S NI U

Defends principle and conviction in the face of pressure and influence. — — — —

ES S NI U

Seeks and accepts constructive criticism.	—	—	—	—
Demonstrates the ability to work well with individuals and groups.	—	—	—	—
Serves as a model for wellness in appearance personal habits, and behavior.	—	—	—	—
Speaks and writes effectively.	—	—	—	—
Maintains composure when faced with an unexpected or disturbing turn of events.	—	—	—	—
Enjoys an appropriate sense of humor.	—	—	—	—

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

PROFESSIONAL GROWTH, LEADERSHIP AND CONDUCT

Improves professional skills and knowledge and models ethical conduct.

EXPECTATIONS

ES S NI U

Continues professional development through reading, coursework, conference attendance, work on professional committee work and interaction with educators from other districts.	—	—	—	—
Develops, uses and evaluates effective approaches to improve job performance.	—	—	—	—

Behaves in a manner expected of the community' educational leader.

— — — —

Adheres to the Professional Administrators Practices and Standards Commission Code of Ethics, as stated in the Administrative Rules of South Dakota.

— — — —

COMMENTS:

RECOMMENDATIONS with Timeline for Improvement:

EMPLOYMENT RECOMMENDATION

Recommended for continued employment. _____

Recommended for continued employment with qualifications. _____

Not recommended for employment. _____

COMMENTS:

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

Signed _____ Date _____
Chairman of the Board

Signed _____ Date _____
District Administrator