

Administrative Organization and Roles

Superintendent Evaluation Form for use by Board and/or Administrators

SUPERINTENDENT EVALUATION FORM

Place the number that best describes the frequency with which the Superintendent demonstrates each performance criterion in the appropriate blank. Please fill in all blanks. You may make comments in the space following each criterion.

- 5 - Always
- 4 - Usually
- 3 - Sometimes
- 2 - Seldom
- 1 - Never

LEADERSHIP

_____ Works with Board and District administrators to establish appropriate goals for the District.

_____ Provides positive direction and leadership for central office and building administrators.

_____ Coordinates District operations (personnel, finance, facilities, support systems, resources, transportation, etc.) for the effective delivery of instruction.

_____ Promotes and maintains a positive attitude/climate in the District.

MANAGEMENT

_____ Provides for effective and efficient day-to-day operation of the District.

_____ Ensures that District facilities are conducive to positive learning.

_____ Recommends appropriate effective District policies.

- _____ Effectively communicates and implements District policies.
- _____ Includes central office and building administrators in decision-making process.
- _____ Facilitates, and provides coaching for, the development of administrative and educational skills.
- _____ Facilitates, and provides leadership for, curriculum selection, staff development, and instructional implementation.

COMMUNICATION

- _____ Conducts appropriate direct (oral and written) communication with the Board, employees, parents, and community members.
- _____ Effectively shares information with, and provides appropriate clarification to, employees, parents, and patrons.
- _____ Effectively communicates performance expectations to administrators and other staff.
- _____ Develops positive professional relationships with District personnel.
- _____ Demonstrates positive relationships with patrons/community.
- _____ Is receptive to constructive and/or alternative suggestions.

PROBLEM-SOLVING

- _____ Demonstrates effective problem-solving and decision-making skills.
- _____ Gathers and uses complete and appropriate information in the decision-making process.
- _____ Identifies and resolves key problems within the District.

PLANNING

- _____ Facilitates the District planning process.
- _____ Plans for District needs with respect to both immediate and long-term needs.
- _____ Clearly communicates the strategic goals of the District and integrates the work of the District toward achieving the goals.
- _____ Provides direction, support, and resources to achieve the goals.

PROFESSIONAL STANDARDS

- _____ Acts with integrity and promotes a high standard of ethics.
- _____ Participates in professional growth opportunities.
- _____ Treats people fairly with dignity and respect.
- _____ Follows through on commitments.

DATED this _____ day of _____, 20____.

SUPERINTENDENT

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION