

Superintendent Evaluation Form**I. EVALUATION PLAN**

The following process is recommended for the evaluation of the Superintendent of School District #145 – Waverly.

1. Prior to the evaluation, an opportunity will be presented to discuss progress on his/her annuals goals and the school district's School Improvement Plan.
2. The superintendent and individual board members will complete a Performance Evaluation form on the superintendent.
3. The board president will review and compile all individual superintendent evaluations.
4. The board president will meet with board members in closed session to review the compiled ratings. Such discussion may include the identification of strengths, and areas for improvement. The board will prepare an overall summary.
5. The board president will meet with board members and the superintendent in closed session to review the compiled ratings, overall summary, and any identified areas of improvement.
6. The board will consider contract renewal and take official board action in an open session.
7. Determination of salary and contract terms (as appropriate).

Superintendent Evaluation Form

As you complete this evaluation, keep in mind how the superintendent has demonstrated the following attributes in each performance category.

Board Identified Superintendent Attributes:

Attribute #1 - Student: Student-centered advocate with a vision dedicated to implementing programs and activities designed to advance student achievement. A proponent of quality education with a realization that meeting all student needs must be a district-wide priority.

Attribute #2 - Budget: Must think strategically, and possess the innate ability to identify alternative funding and resources. Impart proven skills and a comprehensive understanding of school finance, budget planning, and management. Leadership, vision, and experience to sustain a site-based management leadership structure.

Attribute #3 - Communications: Communicates with credibility, confidence, and authority. A good listener, who demonstrates excellent interpersonal relationship skills with students, staff, board of education and community members. A leader who projects a positive position and approach to school district business and their role as superintendent.

Attribute #4 - Curriculum/Instruction: An outstanding instructional leader who provides vision encompassing all students' learning and achievement. A life-long learner who sustains an understanding of current academic trends in curriculum and instruction, and who will strive to keep School District #145 on the cutting edge of curriculum and instruction to ensure a definitive impact of the vision of the school district defined through the School Improvement Plan.

Attribute #5 - Leadership: A leader who fosters a positive team relationship with and among board members, administrators, staff, and community. He/she must possess the skills necessary to lead by example, modeling excellence in long-range planning, honoring the district mission and vision while accentuating the skills and characteristics of the administrative council. The ability to anticipate emerging educational opportunities for a growing school and community, while demonstrating innovative strategies and action as a leader.

Attribute #6 - Legislative: Ability to offer stabilizing interactive skills when lobbying on behalf of the school district. Politically astute with the insight to work effectively in a constantly changing political environment. Demonstrate knowledge and the ability to articulate how proposed legislation will affect both the needs and interests of the school district.

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Provide a rating and provide comments describing your overall impression of how the superintendent has met each of the identified performance categories.

EDUCATIONAL LEADERSHIP: Administers all activities of the school district according to policy; evaluates and develops the needs of the school district; provides leadership in the school district’s K-12 curriculum development; leads the administrative council; provides leadership in solving problems; supports and assists in carrying out continuous programs of evaluation of the various aspects of the total school operations; is informed on all matters of education.

- Met
- Not Met

COMMENTS:

PERSONNEL RELATIONS: Maintains an effective communication system with all staff; demonstrates openness and consideration of others; develops sound personnel practices; deals with personnel matters in a forthright, objective, and professional manner.

- Met
- Not Met

COMMENTS:

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PUBLIC RELATIONS: Assumes the responsibility of maintaining good human relationships among students, teachers, administrators, board members, parents, and the general public; seeks input from all groups; works with news media effectively

- Met
- Not Met

COMMENTS:

RELATIONSHIP WITH THE BOARD OF EDUCATION: Keeps the board informed; develops the necessary rules and regulations to effectively carry out board policy; participates in resolving differences in opinions; offers professional guidance; provides ample information to enable board members to make decisions.

- Met
- Not Met

COMMENTS:

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FINANCIAL MANAGEMENT: Is able to develop budget plans and implement budget decisions; is familiar with state and federal funding; evaluates financial needs and makes recommendations; ensures funds are spent wisely; supervises negotiations with staff

- Met
- Not Met

COMMENTS:

MANAGEMENT OF FACILITIES, GROUNDS AND EQUIPMENT: Serves as custodian of all property, real or personal, owned, leased or borrowed by the school district; participates in the preparation of all plans and specifications for the purpose of maintenance, modification and/or construction of facilities.

- Met
- Not Met

COMMENTS:

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PERSONAL QUALITIES: Possesses and maintains the health and energy necessary to meet the responsibility of the position; maintains high standards of ethics and integrity; works well with others; is suitably attired and well-groomed; writes and speaks clearly and effectively; is poised during crisis; engages in professional development

- Met
- Not Met

COMMENTS:

GOAL ATTAINMENT: Success in making progress toward and/or reaching any specific goals as may be established by the board and/or superintendent. *(List Superintendent Goals)*

- 1.
- 2.
- 3.

- Met
- Not Met

COMMENTS:

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SUPERINTENDENT IMPROVEMENT ACTION PLAN

Superintendent:

Date:

- 1. Area of Improvement:
 Expectation:
 Method for Accomplishment:
 Scheduled Completion Date:

- 2. Area of Improvement:
 Expectation:
 Method of Accomplishment:
 Scheduled Completion Date:

- 3. Area of Improvement:
 Expectation:
 Method of Accomplishment:
 Scheduled Completion Date:

- 4. Area of Improvement:
 Expectation:
 Method of Accomplishment:
 Scheduled Completion Date:

Improvement Action Plan and progress will be reviewed on or before *(date)*, and will include input from the superintendent and board of education.

Superintendent:

(Signature)

Board President

(Signature)

(Date)

(Date)

Policy Adopted: 5/3/2010

SCHOOL DISTRICT 145
WAVERLY, NEBRASKA