

**POLK COUNTY PUBLIC SCHOOLS  
SUPERINTENDENT  
EVALUATION FORM – 2018**

Name: \_\_\_\_\_

**PART I: BEHAVIORAL INDICATORS**

**Directions:** For each item in each section in Part I, use the following scale to indicate your rating of the Superintendent's performance over the past 12 months (or since being appointed). At the end of each section, use the same scale to give the Superintendent an overall rating on that section. After each section, there is a space for comments related to that section. At the end of Part I, there is a space for an overall Part I rating and Part I general comments.

*4 = Exceeds Expectations  
3 = Meets Expectations  
2 = Needs Improvement  
1 = Unsatisfactory  
N = No information/Cannot rate*

**Section I. Board Relationships**

- \_\_\_\_\_ 1. Keeps the Board members informed in a timely manner
- \_\_\_\_\_ 2. Treats Board Members equally
- \_\_\_\_\_ 3. Is accessible to Board Members
- \_\_\_\_\_ 4. Provides the Board accurate information
- \_\_\_\_\_ 5. Is well prepared for Board meetings
- \_\_\_\_\_ 6. Provides well-reasoned recommendations to the Board
- \_\_\_\_\_ 7. Follows Board policy and directives
- \_\_\_\_\_ 8. Provides clear written communications to the Board
- \_\_\_\_\_ 9. Makes clear oral presentations to the Board
- \_\_\_\_\_ 10. Produces professional quality technical reports
- \_\_\_\_\_ 11. Establishes strategies to implement the Board's long-range plans/goals
- \_\_\_\_\_ 12. Monitors and reports on the implementation of Board goals
- \_\_\_\_\_ 13. Follows up promptly on questions from the Board
- \_\_\_\_\_ 14. Is open and honest in all communications

**Board Relationships Rating**

**Section I Comments:**

(Continue on back of page, if additional space needed)

## **Section II. General Leadership**

- \_\_\_ 15. Sets high expectations for District staff
- \_\_\_ 16. Sets high expectations for schools
- \_\_\_ 17. Refers often to the mission, vision, and strategic plan of the District
- \_\_\_ 18. Models a dedication to high productivity and a positive work ethic
- \_\_\_ 19. Serves as a “champion” for the District
- \_\_\_ 20. Strives to incorporate “best practices” in District operations
- \_\_\_ 21. Demonstrates a dedication to high academic achievement for all students
- \_\_\_ 22. Is well informed on the needs of all schools, facilities, equipment and supplies and maintains adequate control of building/facility issues
- \_\_\_ 23. Advises the Board on the need for new and/or revised procedures and policies
- \_\_\_ 24. Is flexible in the approach to problems and new situations
- \_\_\_ 25. Exhibits a sense of fairness with the Board, staff, and members of the community

**General Leadership Rating**

**Section II Comments:**

(Continue on back of page, if additional space needed)

## **Section III. Staff Leadership**

- \_\_\_ 26. Makes good hiring decisions
- \_\_\_ 27. Maintains an effective/efficient staffing plan
- \_\_\_ 28. Maintains high school staff morale
- \_\_\_ 29. Maintains high District Office staff morale
- \_\_\_ 30. Holds staff accountable for productivity
- \_\_\_ 31. Provides for staff training and development
- \_\_\_ 32. Fosters open lines of communication with staff
- \_\_\_ 33. Instills in staff a commitment to courteous, friendly, timely, and efficient customer service
- \_\_\_ 34. Creates a sense of teamwork among employees
- \_\_\_ 35. Maintains an awareness of what is occurring in the various departments of the District
- \_\_\_ 36. Maintains an awareness of what is occurring in the various schools of the District

**Staff Leadership Rating**

**Section III Comments:**

(Continue on back of page, if additional space needed)

### **Section IV. Curriculum Leadership**

- \_\_\_ 37. Evaluates and provides direction for improving school district programs
- \_\_\_ 38. Examines student achievement data, disaggregates data, and creates improvement plans
- \_\_\_ 39. Provides leadership for assessing, developing, and improving school environment and culture
- \_\_\_ 40. Evaluates and provides direction for improving instructional strategies
- \_\_\_ 41. Encourages and facilitates the use of technology to improve teaching and learning
- \_\_\_ 42. Analyzes and reports on student achievement, attendance, and graduation rate

**Curriculum Leadership Rating**

**Section IV Comments:**

(Continue on back of page, if additional space needed)

### **Section V. Relationships with Stakeholders**

- \_\_\_ 43. Promotes involvement of all stakeholders to fully participate in the process of schooling
- \_\_\_ 44. Develops and maintains meaningful, respectful and cooperative media relationships
- \_\_\_ 45. Participates actively in community life and affairs
- \_\_\_ 46. Works effectively to form partnerships with public and private entities
- \_\_\_ 47. Finds ways to “promote” the District as being good and improving
- \_\_\_ 48. Projects a positive image of the organization

**Relationships with Stakeholders Rating**

**Section V Comments:**

(Continue on back of page, if additional space needed)

**Section VI. Fiscal Responsibilities**

- \_\_\_ 49. Presents fiscally responsible budgets
- \_\_\_ 50. Presents budgets that are easily understandable
- \_\_\_ 51. Finds additional revenue sources to augment District revenues
- \_\_\_ 52. Finds ways to maximize the use of District resources through efficiencies
- \_\_\_ 53. Carefully monitors budget expenditures
- \_\_\_ 54. Provides the Board periodic reports that track actual vs. budgeted revenues and expenditures
- \_\_\_ 55. Recommends to the Board provisions for appropriate reserves and for capital improvements
- \_\_\_ 56. Effectively oversees the implementation of the budget
- \_\_\_ 57. Advises the Board of potential fiscal concerns and/or issues
- \_\_\_ 58. Provides the Board with all relevant financial data

**Fiscal Responsibilities Rating**

**Section VI Comments:**

(Continue on back of page, if additional space needed)

**Section VII. Professional Growth**

- \_\_\_ 59. Participates in national/state/regional professional organizations
- \_\_\_ 60. Reads and networks to keep up with new technologies and trends
- \_\_\_ 61. Keeps up with “best practices” in the field of education
- \_\_\_ 62. Keeps up with changes in laws and regulations, as they affect the District

**Professional Growth Rating**

**Section VII Comments:**

(Continue on back of page, if additional space needed)

**OVERALL PART I RATING**

**Overall Part I Comments** (Continue on back of page, if additional space needed):

**PART II: PERFORMANCE MEASURES**

**Directions:** The following Board Goals were established in 2017 as one-year objectives. For each goal listed below, use the following scale to indicate your degree of satisfaction with the Superintendent’s progress toward achievement of the goal. Then, assign an overall rating for Part II and make comments, as needed.

5 = Very satisfied – goal was fully met or exceeded.

4 = Satisfied – substantial progress was made and any deviation was fully justified

3 = Partially satisfied – more could have been accomplished; and/or reasons for deviation were unsatisfactory

2 = Unsatisfied – little was accomplished; there was little or no justification for deviations

1 = Totally unsatisfied – nothing was accomplished and there was no justification for deviations

\_\_\_ 1. **Goal 1:** By 2017-18, Polk County will close the gap between its current points earned and the average for the benchmark districts (650 – 553 = 97) by at least 10 points, and the gap between the current average points earned and the average for the benchmark districts (59 – 50 = 9) by at least 1 point.

[RESULTS: Exceeded Goal – Closed total points gap by 25 points instead of 10 points; closed average points gap by 2 points instead of 1 point.]

\_\_\_ 2. **Goal 2:** Increase the graduation rate from 69.4% to 71.4%.

[RESULTS: This short-term goal was met for the 2015-16 school year. We increased the short-term goal for the 2016-17 year to 75.4%, which was achieved.)

\_\_\_ 3. **Goal 3:** Close the gap between the 2015-16 dropout rate of 8.8% and the average for the benchmark districts (3.3%) by at least 0.3 of a percentage point.

[RESULTS: Exceeded Goal – Gap was closed by 0.4 instead of 0.3 of a percentage point.]

\_\_\_ 4. **Goal 4:** Increase the annual retention rate of teachers by one percentage point for 2017-18

[RESULTS: Exceeded Goal – Retention rate increased by 2 percentage points instead of 1.]

\_\_\_ 5. **Goal 5:** By 2016-2017, Polk County Public Schools will complete a public opinion survey, analyze its data, and develop a long-range target on improving public perception of the School District.

[RESULTS: Initial survey was conducted in 2016-17 (District objective 5.A met.) Survey will be conducted again at end of the 2018-19 school year. Progress on district objective 5B -- to improve perception of the school district among the internal population as measured by the public opinion survey -- will be assessed following that survey administration.]

**OVERALL PART II RATING**

**Part II Comments** (Continue on back of page, if additional space needed):

### **PART III: OVERALL ASSESSMENT**

**Directions:** Use the following scale to indicate your overall assessment of the Superintendent's performance over the past 12 months. Use the space provided for any additional comments.

5 = Outstanding; far exceeded all reasonable expectations

4 = Good; met or exceeded most reasonable expectations

3 = Average; good performance in some areas, but needs improvement in other areas

2 = Below Average; many areas need significant improvement

1 = Unacceptable; performance in one or more absolutely critical areas is below a minimally acceptable level

**OVERALL ASSESSMENT RATING**

**Overall Comments** (Continue on back of page, if additional space needed):