

R.S.U. 82/M.S.A.D. 12 POLICY

FORM FOR THE EVALUATION OF THE SUPERINTENDENT

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from **1** to **5**. The number **1** is the lowest possible score and indicates unacceptable performance. The number **5** indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

5 - OUTSTANDING

The Superintendent excels in this category.

4 - VERY COMPETENT

The Superintendent exceeds the expectations of his Job description.

3 - SATISFACTORY

The Superintendent meets expectations.

2 - NEEDS IMPROVEMENT

The Superintendent needs to concentrate self-improvement efforts in this area.

1 - UNSATISFACTORY

The Superintendent's performance in this category is unacceptable and requires his immediate attention.

N/A – Not Applicable or Unable to Judge

AREAS OF RESPONSIBILITY

A. EDUCATIONAL PROGRAM AND PLANNING

___ 1. Understands and keeps informed regarding all aspects of the instructional program.

___ 2. Organizes and actively encourages a planned program of curriculum evaluation and improvement.

___ 3. Has provided for a system of measurement and goals for students and curriculum.

___ 4. Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.

___ 5. Anticipates needs.

Comments:

B. RELATIONSHIP WITH THE BOARD OF EDUCATION

___ 6. Provides timely, adequate information and agenda planning.

___ 7. Supports Board policy and actions to the public and staff.

___ 8. Executes Board policy in a positive and responsive manner.

___ 9. Handles differences of opinion between Board members and himself in an effective manner.

___ 10. Engenders trust among Board members, staff, and the community.

Comments:

C. PERSONNEL

___ 11. Recommends for employment the best candidate, utilizing equal opportunity standards.

___ 12. Makes effective use of the skills of the administrative staff.

___ 13. Supports his staff while demanding their best efforts.

___ 14. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.

___ 15. Practices effective operations with Education Law, the District's attorney and the Courts

Comments:

D. BUSINESS AND FINANCIAL MANAGEMENT

- ___ 16. Plans budget information in terms of educational priorities.
- ___ 17. Oversees budget operations with the Board in a clear, effective manner.
- ___ 18. Evaluates needs and recommends adequate financing.
- ___ 19. Provides adequate data to support budgetary requests.
- ___ 20. Controls expenditures of district funds by committing them only after approval by the Board of Education.

Comments:

E. COMMUNITY RELATIONSHIPS

- ___ 21. Gains support and respect of the community on the conduct of the school operations.
- ___ 22. Maintains a cooperative relationship with the print and visual media.
- ___ 23. Participates actively in community life and affairs.
- ___ 24. Provides educational leadership to the community.
- ___ 25. Works well with other districts police and other municipal governments.

Comments:

F. INDIVIDUAL CHARACTERISTICS

- ___ 26. Uses good judgment.
- ___ 27. Has emotional stability and poise.
- ___ 28. Demonstrates high standards of ethics.

___ 29. Works fairly with all groups.

___ 30. Maintains principles under pressure.

Comments:

G. JOB RELATED CHARACTERISTICS

___ 31. Speaks and writes effectively.

___ 32. Acts in a decisive manner.

___ 33. Demonstrates creativity.

___ 34. Utilizes effective, problem solving techniques.

___ 35. Maintains his professional development by reading, conference attendance, work on professional - committees and professional organizations.

Comments: (Optional)

H. Overall effectiveness summary statement (optional):

I. Suggestions for change or Improvement (optional):

Adopted: October 08, 2002

Revised: May 13, 2003

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