

# LAKE WALES CHARTER SCHOOLS SUPERINTENDENT EVALUATION FORM

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, please add up all the section ratings and divide by 7 for an overall Average Part I rating.

*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 with 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 system.
- \_\_\_ 18. Models a dedication to high productivity and a positive work ethic.
- \_\_\_ 19. Serves as a “champion” for the system.
- \_\_\_ 20. Strives to incorporate “best practices” in system 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 Charter Office staff morale.
- \_\_\_ 30. Holds staff accountable for productivity.
- \_\_\_ 31. Provides 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 system.
- \_\_\_ 36. Maintains an awareness of what is occurring in the various schools of the system.

**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 system 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 system revenues.
- \_\_\_ 52. Finds ways to maximize the use of system 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 system.

**Professional Growth Rating**

**Section VII Comments:**

(Continue on back of page if additional space needed)

**OVERALL AVERAGE PART I RATING**

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

## **PART II: PERFORMANCE MEASURES**

**Directions:** The following goals were established in 2023 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 average rating for Part II by adding the goal scores up and divide by 14 for an average 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:** Increase Reading Proficiency on state tests at all schools in the Lake Wales Charter School System.

\_\_\_ 2. **Goal 2:** Increase average number of minutes read per day per student at each of the 4 elementary schools (data from Accelerated Reader).

\_\_\_ 3. **Goal 3:** Increase Math Proficiency on state tests at all schools in the Lake Wales Charter School System.

\_\_\_ 4. **Goal 4:** Increase Science Proficiency on state tests at all schools in the Lake Wales Charter System.

\_\_\_ 5. **Goal 5:** Improve on-time delivery of students to and from schools via our Transportation Department.

\_\_\_ 6. **Goal 6:** Increase the number of teachers with ESOL and Reading Endorsements during the 2023- 2024 school year in compliance with Florida Department of Education expectations.

\_\_\_ 7. **Goal 7:** Decrease the number of student discipline incidents by building positive behavior supports and increasing the amount of support given to classrooms and teachers by administration.

\_\_\_ 8. **Goal 8:** Increase System-wide professional development, vertically and horizontally, for all LWCS teachers and administrators.

\_\_\_ 9. **Goal 9:** Support principals in achieving their three big goals.

\_\_\_ 10. **Goal 10:** Secure funding for capital projects.

- \_\_\_ **11. Goal 11:** Network with local daycares and VPK teachers and providers to build a foundation for early childhood education.
  
- \_\_\_ **12. Goal 12:** Continue branding LWCS as the place to be via various public relations methods: Read20, Choose LWCS, Unstoppable, social media, home connections, business partners, community engagement, newsletters, and recognitions.
  
- \_\_\_ **13. Goal 13:** Develop Career Pathways by continuing to build relationships with local businesses and industry.
  
- \_\_\_ **14. Goal 14:** Increase student achievement at all schools in the Lake Wales Charter School System.

**OVERALL AVERAGE 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. Add Overall average rating for part I and part II then divide by 2 for an average overall assessment rating. Use the space provided for any additional comments.

- 5 = Outstanding; far exceeded all reasonable expectations (Automatic Contract Continuation)
- 4 = Good; met or exceeded most reasonable expectations (Automatic Contract Continuation)
- 3 = Average; good performance in some areas, but needs improvement in other areas (Contract Continuation by Vote of Board)
- 2 = Below Average; many areas need significant improvement (Contract Continuation by Vote of Board)
- 1 = Unacceptable; performance in one or more critical areas is below a minimally acceptable level (No Contract Continuation)

**OVERALL ASSESSMENT RATING**

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

Board Member Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Evaluation Period: July 1, 20\_\_\_\_ to June 30, 20\_\_\_\_