

SUPERINTENDENT EVALUATION FORM**RSU #73 REGIONAL SCHOOL DISTRICT****SCHOOL BOARD**
EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**Confidential****I. Purpose of the Evaluation**

The Superintendent and the Board of Directors recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his job description.
- B. Communicate those conclusions to the Superintendent providing counsel and direction to him.
- C. Enhance the working relationship between the Board of Directors and the Superintendent.
- D. Promote the professional development and growth of the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

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 the 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 immediate attention. |
| 0 – UNKNOWN | If you have no knowledge of this subject |

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. Anticipates needs.

Comments:

B. RELATIONSHIP WITH THE BOARD OF EDUCATION

- ___ 5. Provides timely, adequate information and agenda planning.
- ___ 6. Supports Board policy and actions to the public and staff.
- ___ 7. Executes Board policy in a positive and responsive manner.
- ___ 8. Handles differences of opinion between Board members and himself in an effective manner.

Comments:

C. PERSONNEL

- 9. Recommends the best candidate for employment, utilizing equal opportunity standards.
- 10. Makes effective use of the skills of the administrative staff.
- 11. Supports his staff while demanding their best efforts.
- 12. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.

Comments:

D. BUSINESS AND FINANCIAL MANAGEMENT

- 13. Plans budget information in terms of educational priorities.
- 14. Oversees budget operations with the Board in a clear and effective manner.
- 15. Evaluates needs and recommends adequate financing.
- 16. Provides adequate data to support budgetary requests.

Comments:

E. COMMUNITY RELATIONSHIPS

___ 17. Gains support and respect of the community on school operations.

___ 18. Maintains a cooperative relationship with the media.

___ 19. Participates actively in community affairs.

___ 20. Works well with other districts and other municipal governments.

Comments:

F. INDIVIDUAL CHARACTERISTICS

___ 21. Uses good judgment.

___ 22. Has emotional stability and poise.

___ 23. Demonstrates high standards of ethics.

___ 24. Maintains principles under pressure.

Comments:

G. JOB RELATED CHARACTERISTICS

___ 25. Speaks and writes effectively.

___ 26. Acts in a decisive manner.

___ 27. Demonstrates creativity and utilizes effective problem solving techniques.

___ 28. Maintains his professional development by reading, conference attendance and work with professional committees and organizations.

Comments:

H. Overall effectiveness summary statement

I. Areas of particular strength:

J. Suggestions for change or Improvements:

K. Progress toward performance objective for the year.

Submitted by: _____

Date: _____

Adopted: September 14, 2017