

SUPERINTENDENT EVALUATION

Supt.'s Name:

**Date: Fall Evaluation-must be
completed and board approved
by November 15**

Rating Scale:

Satisfactory
Unsatisfactory

(be specific in how & why the supt. must show improvement)

(Circle One)

- | | | | | |
|--------------|----------------|---|----|---|
| Satisfactory | Unsatisfactory | 0 | 1. | Provides effective professional leadership to the Board.
Comments: |
| Satisfactory | Unsatisfactory | 0 | 2. | Provides effective professional leadership to the staff and maintains good staff relations.
Comments: |
| Satisfactory | Unsatisfactory | 0 | 3. | Keeps the Board informed of local educational activities.
Comments: |
| Satisfactory | Unsatisfactory | 0 | 4. | Keeps the Board informed of regional and state educational activities.
Comments: |
| Satisfactory | Unsatisfactory | 0 | 5. | Provides sufficient information and data in the appointment and assigning of school staff.
Comments: |
| Satisfactory | Unsatisfactory | 0 | 6. | Keeps the Board informed and provides sufficient data on salary adjustments of all staff.
Comments: |

Satisfactory	Unsatisfactory	0	7.	Provides information and effective leadership in staff reduction and non-renewals. Comments:
Satisfactory	Unsatisfactory	0	8.	Handles problems and concerns brought to his attention by parents and students. Comments:
Satisfactory	Unsatisfactory	0	9.	Adequately plans, prepares, and presents agendas for Board meetings. Comments:
Satisfactory	Unsatisfactory	0	10.	Is in attendance and actively participates in the meetings of the Board. Comments:
Satisfactory	Unsatisfactory	0	11.	Handles properly routine expenditures and regulations of the Board. Comments:
Satisfactory	Unsatisfactory	0	12.	Presents major items of expenditures and administrative policies to the Board for their action. Comments:
Satisfactory	Unsatisfactory	0	13.	Effectively serves as a representative of the Board in its relations to outside agencies. Comments:
Satisfactory	Unsatisfactory	0	14.	Provides alternative solutions and options to the Board in making policy, staff, and purchasing decisions. Comments:

Satisfactory	Unsatisfactory	0	15.	Provides additional information and data for decision-making when so requested by the Board. Comments:
Satisfactory	Unsatisfactory	0	16.	Presents bill listings, explanations, and supportive documentation before and during Board meetings. Comments:
Satisfactory	Unsatisfactory	0	17.	Adequately directs accounting of school district funds and reports to the Board. Comments:
Satisfactory	Unsatisfactory	0	18.	Properly prepares and presents the annual budget. Comments:
Satisfactory	Unsatisfactory	0	19.	Properly administers the budget and keeps within it limits. Comments:
Satisfactory	Unsatisfactory	0	20.	Interprets and carries out school policies adopted by the Board. Comments:
Satisfactory	Unsatisfactory	0	21.	Properly delegates duties to other members of the staff. Comments:
Satisfactory	Unsatisfactory	0	22.	Adequately informs the community of school activities through newspaper, newsletter, or other media. Comments:

Satisfactory	Unsatisfactory	0	23.	Is involved in community activities and shows interest in the community. Comments:
Satisfactory	Unsatisfactory	0	24.	Properly manages school facilities and equipment. Comments:
Satisfactory	Unsatisfactory	0	25.	Provides leadership in curriculum preparation and instructional programming. Comments:
Satisfactory	Unsatisfactory	0	26.	Deals effectively with students and properly manages student behavior and discipline. Comments:
Satisfactory	Unsatisfactory	0	27.	Is professionally well-prepared and keeps informed of educational issues. Comments:
Satisfactory	Unsatisfactory	0	28.	Displays a personal behavior and appearance that enhances his position as school administrator. Comments:
Satisfactory	Unsatisfactory	0	29.	Maintains an attitude of professionalism in dealing with the Board, staff, parents, and students. Comments:
Satisfactory	Unsatisfactory	0	30.	Spends sufficient time working during the school day, summer, and at school functions, both in and out of the district. Comments:

I would like to see the superintendent do the following:

I would like to see the superintendent not do the following:

(Superintendent)

(Date)

(School Board President)

(Date)