

EVALUATION OF SUPERINTENDENT

Name of Superintendent _____ January, _____20__

Instructions:

This evaluation is comprised of 6 general categories. Please select one rating (5, 4, 3, 2, 1 or UNK) for each statement. Additional comments may be submitted in the space at the end of each category.

A score of 1,2 or 5 requires additional and specific explanation.

Ratings:

5: Commendable:

- Performance is clearly outstanding
- Performance is exceptional on a regular or continuous basis – the Superintendent far outperforms relative to minimum expectations

4: Exceeds Expectations

- Performance frequently exceeds expectations

3: Competent: Performance is acceptable

- Performance meets expectations

2: Needs Improvement: Needs to work on improving performance

- Periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies

1: Unsatisfactory: Performance is clearly below acceptable level

- Performance is below acceptable levels

N/A – Not Applicable

Separated into 6 sections:

I. INSTRUCTIONAL / EDUCATIONAL LEADERSHIP

The Superintendent and his/her designee stays up to date in curriculum, teaching, learning and testing theories. It requires the Superintendent and his/her designee to make sound recommendations for learning technologies by integrating competency and equitable practice and promotes the success of every student by sustaining a positive school culture conducive to student learning and staff professional growth.

II. MANAGEMENT AND OPERATIONS

The Superintendent promotes the success of every student by ensuring effective management of the organization including finance, human resources, food services, transportation maintenance and facilities so that students can attend and learn in a safe, efficient, effective environment staffed by quality professionals.

III. SCHOOL AND COMMUNITY RELATIONS

The Superintendent champions the success of every student by establishing two way communications and engagement with students, staff, parents, board members, media and the community by responding to feedback and building support for the district.

IV. POLICY AND GOVERNANCE

The Superintendent works with the board to identify, prioritize and follow practices and governance procedures that maximize the goal of ensuring a high-quality education for every student. The Superintendent follows and enforces policies with fidelity and equity, promoting transparency, trust, organizational fairness and legal compliance.

V. ETHICAL LEADERSHIP / GENERAL CHARACTERISTICS

The Superintendent promotes the success of every student by acting with integrity, fairness and in an ethical manner and ensures that all employees are held to the same standards.

VI. GENERAL COMMENTS

I. INSTRUCTIONAL / EDUCATIONAL LEADERSHIP

The Superintendent and his/her designee stays up to date in curriculum, teaching, learning and testing theories. It requires the Superintendent and his/her designee to make sound recommendations for learning technologies by integrating competency and equitable practice and promotes the success of every student by sustaining a positive school culture conducive to student learning and staff professional growth.

	5	4	3	2	1	N/A
1. Provides overall leadership in the development of a productive instructional delivery system. Comment: _____						
2. Curriculum is aligned from grade-to-grade and from school-to-school as appropriate. Comment: _____						
3. Monitor and evaluate student achievement and develop strategies and methods for improving student achievement. Comment: _____						
4. Promotes the use of most effective and appropriate technologies to support teaching and learning. Comment: _____						
5. Works with staff, School Board and community to develop curriculum improvements. Comment: _____						
6. Sets high expectations for staff. Comment: _____						
7. Encourages the abilities and talents of the administrative staff in curriculum development, implementation, and evaluation. Comment: _____						
8. Supervises special education personnel to assure appropriate development of services for identified students. Comment: _____						
9. Communicates special education priorities to the administrators charged with implementation and to the board. Comment: _____						
10. Monitors and evaluates school programs, and advises the Board on recommendations for the educational advancement of the school. Comment: _____						

II. MANAGEMENT AND OPERATIONS

The Superintendent promotes the success of every student by ensuring effective management of the organization including finance, human resources, food services, transportation maintenance and facilities so that students can attend and learn in a safe, efficient, effective environment staffed by quality professionals.

	5	4	3	2	1	N/A
1. Delegates authority when and where appropriate. Comment: _____ _____						
2. Develops, maintains and supervises an accounting system and financial reporting procedures for all funds. Comment: _____ _____						
3. Evaluates financial needs and makes timely recommendations for adequate funding. Comment: _____ _____						
4. Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the board for input and approval. Comment: _____ _____						
5. Determines that funds are spent wisely; ensures that adequate controls and accounting are achieved. Comment: _____ _____						
6. Provides regular and requested financial and budget reports to the board and planned appropriately and timely information to the board. Comment: _____ _____						
7. Assures that personnel records and appropriate documentation to support any recommended personnel actions are maintained. Comment: _____ _____						
8. Recommends to the board for final action the promotion, compensation, demotion or dismissal of any employee. Comment: _____ _____						
9. Ensures that student transportation needs are met and maintains an effective system for the transportation of students in accordance with state and federal law regulations. Comment: _____ _____						
10. Has working knowledge of operational/maintenance issues and has generated an annual maintenance program and long term capital improvement plan. Comment: _____ _____						
11. Ensures that building design, construction, and renovation will lend themselves to low maintenance costs and the conservation of energy. Comments: _____ _____						
12. Promotes and protects the welfare and safety of students and staff. Comments: _____ _____						
13. Develops, maintains and supervises in conjunction with the Director of Technology the security of data and information _____						

III. SCHOOL AND COMMUNITY RELATIONS

The Superintendent promotes the success of every student by establishing two way communications and engagement with students, staff, parents, board members, media and the community by responding to feedback and building support for the district.

	5	4	3	2	1	N/A
1. Establishes and maintains communication in multiple media forms with students, staff, school board, parents and community. Comment: _____						
2. Strives to build effective relationships between the community, elected officials, surrounding school districts, businesses and the district. Comment: _____						
3. Is a visible presence at all schools and within the community. Comment: _____						
5. Facilitates communication between the Goffstown and New Boston boards and the community. Comment: _____						
6. Provides the board with reports and information that enable the board to sufficiently review the operations of the district in a timely manner. Comment: _____						
7. Demonstrates a clear understanding of board/superintendent relationship including appropriate roles and responsibilities. Comment: _____						

IV. POLICY AND GOVERNANCE

The Superintendent works with the board to identify, prioritize and follow practices and governance procedures that maximize the goal of ensuring a high-quality education for every student. The Superintendent follows and enforces policies with fidelity and equity, promoting transparency, trust and organizational fairness.

	5	4	3	2	1	N/A
1. Consistently supervises the effective carrying out of all statutes, regulations and board policies. Comment: _____						
2. Works collaboratively with the board to develop, implement and monitor district policy. Comment: _____						
3. Maintains liaison with local, state and federal legislators and educational leaders in an effort to accomplish improvements of the district. Comment: _____						

V. ETHICAL LEADERSHIP / GENERAL CHARACTERISTICS

The Superintendent promotes the success of every student by acting with integrity, fairness and in an ethical manner.

	5	4	3	2	1	N/A
1. Sustains physical and mental health and appropriate energy to cope with Superintendent tasks Comment: _____						
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. Comments: _____						
3. Creates a feeling of unity and enthusiasm among those in contact with the superintendent. Comment: _____						
4. Demonstrates the ability to work with members of the School Board, elected officials, Administrative Team, Teachers, Students, Parents and Community and earns their respect. Comment: _____						
5. Speaks effectively and appropriately before large and small groups, expressing ideas in a logical and forthright manner. Comment: _____						
6. Accepts and shares failure as well as success. Comment: _____						
7. Is able to identify and discuss own strengths and weaknesses. Comment: _____						
8. Maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other districts and meeting with other Superintendents. Comment: _____						

VI. GENERAL COMMENTS

1. What are the Superintendent's significant strengths?

2. In what area(s) does the Superintendent need to develop further to improve performance?

3. Please provide any further comment:

4. Goals for next evaluation cycle:

Signatures:

SAU19 School Board Chair Signature

Date

SAU19 Superintendent Signature

Date

Proposed: 12/09/91
Adopted: 01/06/92
Revised: 02/07/05
Adopted: 03/07/05
Proposed: 11/04/19
Adopted: 12/09/19