

Superintendent Evaluation USD 434 - Santa Fe Trail

Rating 1-Excellent, 2 –Good, 3-Fair, 4-Unsatisfactory

I. Superintendent – Board Relations

- | | |
|---|---------------------------------|
| 1. Keeps the Board informed on issues, needs, and operations of the district. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 2. Executes Board Policy | 1. ____ 2. ____ 3. ____ 4. ____ |
| 3. Supports Board policies and actions to public and staff. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 4. Promptly relays the recommendations and concerns of students, staff, and the community to the Board of Education | 1. ____ 2. ____ 3. ____ 4. ____ |
| 5. Prepares and submits to the Board recommendations with supportive data on items requiring Board action. | 1. ____ 2. ____ 3. ____ 4. ____ |

Comments:

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II. Educational Leadership

- | | |
|--|---------------------------------|
| 1. Demonstrates the ability to make decisions promptly and in accordance with basic goals of the district. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 2. Actions indicate an ability to provide leadership and shoulder responsibility. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 3. Masters difficult or unpleasant pressure situations with courage, objectivity and candor. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 4. Shows enthusiasm and initiative in performance of administrative responsibilities. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 5. Keeps informed regarding district education programs and curriculum. | 1. ____ 2. ____ 3. ____ 4. ____ |

Comments:

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III. Community Relationships

- | | |
|--|---------------------------------|
| 1. Understands and interprets cooperative programs and policies effectively to the public. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 2. Solicits and gives attention to problems and opinions of all groups and individuals. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 3. Participates in an active manner in district activities and affairs. | 1. ____ 2. ____ 3. ____ 4. ____ |
| 4. Works in an effective manner with public and private agencies within the community. | 1. ____ 2. ____ 3. ____ 4. ____ |

Comments:

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IV. Staff and Personnel Relationships

1. Stimulates a spirit of high morale among the administration and faculty.
2. Fosters the professional growth and development of members of the staff.
3. Deals with problems of staff members sympathetically and confidentially.
4. Encourages participation of staff members and groups in planning, developing and implementation of policies.
5. Develops and executes sound personnel practices and procedures pertaining to recruitment and selection of staff.
6. Evaluates staff effectively.

1. ____ 2. ____ 3. ____ 4. ____

1. ____ 2. ____ 3. ____ 4. ____

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1. ____ 2. ____ 3. ____ 4. ____

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V. Management – Financial and Facilities

1. Establishes procedures which will insure an effective and efficient administration of purchasing, cost retrieval systems and accounting procedures.
2. Prepares budget recommendations to reflect immediate and long range needs of the district.
3. Encourages proper, effective, and economical use of all equipment, materials and supplies.
4. Prepares in-depth reports concerning fiscal matters for the district in a timely manner.
5. Keeps informed concerning finance legislation and laws and prepares budgets accordingly.

1. ____ 2. ____ 3. ____ 4. ____

1. ____ 2. ____ 3. ____ 4. ____

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1. ____ 2. ____ 3. ____ 4. ____

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VI. Instructional Program

1. Encourages participation of administrators, supervisors, teachers, students and parents in developing and revising curriculum.
2. Assumes an active leadership role in the development and improvement of the instructional program.
3. Maintains a well organized support services program.

1. ____ 2. ____ 3. ____ 4. ____

1. ____ 2. ____ 3. ____ 4. ____

1. ____ 2. ____ 3. ____ 4. ____

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VII. Personal Qualities

- 1. Maintains good personal appearance.
- 2. Exhibits enthusiasm.
- 3. Respects contribution of others.
- 4. Adheres to professional ethics.

- 1. ____ 2. ____ 3. ____ 4. ____
- 1. ____ 2. ____ 3. ____ 4. ____
- 1. ____ 2. ____ 3. ____ 4. ____
- 1. ____ 2. ____ 3. ____ 4. ____

Comments:

Areas of Strength:

Areas in need of Improvement:

Summary Comments:

Evaluatee’s Response:

_____ (signature)
BOE President
 _____ (date)

_____ (signature)
Superintendent