

SUPERINTENDENT EVALUATION FORM

Name: _____ Date: _____

Using the five (5) point rating scale, assign a number in each blank which most appropriately identifies your assessment of the issue

5 = Recognized achievement, serves as a role model

4 = Notable strength, strength the district can build upon

3 = Satisfactory development/operation, acceptable

2 = Growth needed, need for training is recognized

1 = Improvement required, lack of skill and/or knowledge impacts the district

A. RELATIONSHIP WITH THE BOARD

Board	Self	
_____	_____	1. Keeps the Board informed on issues, needs, and operation of the school system.
_____	_____	2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
_____	_____	3. Interprets and executes the intent of Board policy.
_____	_____	4. Seeks and accepts constructive criticism of his/her work.
_____	_____	5. Supports Board policy and actions to the public and staff.
_____	_____	6. Has a harmonious working relationship with the Board.
_____	_____	7. Understands his/her role in administration of Board policy, makes recommendations for employment in writing and with supporting data; and accepts responsibility for his/her recommendations. If the recommendation is not accepted by the Board, he/she willingly finds another person to recommend.
_____	_____	8. Receives recommendations for personnel from Board members with an open mind, but applies the same criteria for his/her selection for recommendation as he/she applies to applications for other sources.
_____	_____	9. Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board and the staff.
_____	_____	10. Remains impartial toward the Board, treating all Board members alike.
_____	_____	11. Refrains from criticism of individual or group members of the Board.
_____	_____	12. Goes immediately and directly to the Board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the Board, in an earnest effort to resolve such differences immediately.

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| _____ | _____ | 13. Investigates Board reported concerns. |
| _____ | _____ | 14. Receives school success recommendations from the Board with an open mind, and implements improvements or explains why they are not in the district's best interest. |
| _____ | _____ | 15. Bases his/her position with regard to matters discussed by the Board upon principle and is willing to maintain without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the Board as long as he/she remains in its employment. |
| _____ | _____ | 16. Consistently makes decision based on direction from the Board and Board policy. |
| _____ | _____ | 17. Makes honest effort to deliver Board packets at least three days prior to Board Meetings. |

OVERALL RATING FOR RELATIONSHIP WITH THE BOARD

Board

Self

B. COMMUNITY RELATIONSHIPS

- | Board | Self | |
|--------------|-------------|--|
| _____ | _____ | 1. Gains respect and support of the community on the conduct of the school operation. |
| _____ | _____ | 2. Solicits and gives attention to problems and opinions of all groups and individuals. |
| _____ | _____ | 3. Develops friendly and cooperative relationships with the news media. |
| _____ | _____ | 4. Achieves status as a community leader in public education. |
| _____ | _____ | 5. Receives school success recommendations from the community with an open mind, and implements improvements or explains why they are not in the district's best interest. |
| _____ | _____ | 6. Works effectively with public and private agencies. |
| _____ | _____ | 7. Participates actively in community life and affairs. |

OVERALL RATING FOR COMMUNITY RELATIONSHIPS

Board

Self

C. STAFF AND PERSONNEL RELATIONSHIPS

- | Board | Self | |
|--------------|-------------|---|
| _____ | _____ | 1. Develops and executes sound personnel procedures and practices. |
| _____ | _____ | 2. Develops good staff morale and loyalty to the organization. |
| _____ | _____ | 3. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties. |
| _____ | _____ | 4. Delegates authority to staff members appropriate to the position each holds. |
| _____ | _____ | 5. Recruits and assigns the best available personnel in terms of their competencies. |

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|-------|-------|--|
| _____ | _____ | 6. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation. |
| _____ | _____ | 7. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement. |
| _____ | _____ | 8. Takes an active role in development of salary schedules for all personnel, and recommends to the Board the levels which, within budgetary limitations, will best serve the interests of the district. |
| _____ | _____ | 9. At the direction of the Board, meets and confers with leaders of the teachers associations representing to the best of his/her ability and understanding the interests and will of the Board. |
| _____ | _____ | 10. Develops and follows through staff performance improvement plans when needed. |
| _____ | _____ | 11. Keeps the Board informed of status and completion of staff evaluations. |

OVERALL RATING FOR STAFF AND PERSONNEL RELATIONSHIPS

Board

Self

D. EDUCATIONAL LEADERSHIP

Board

Self

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Understands and keeps informed regarding all aspects of the educational program |
| _____ | _____ | 2. Implements the district's philosophy of education. |
| _____ | _____ | 3. Participates with staff, Board and community in studying and developing curriculum improvement. |
| _____ | _____ | 4. Organizes a planned program of staff evaluation and improvement. |
| _____ | _____ | 5. Provides democratic procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people of the community. |
| _____ | _____ | 6. Inspires others to highest professional standards. |

OVERALL RATING FOR EDUCATIONAL LEADERSHIP

Board

Self

E. BUSINESS AND FINANCE

Board

Self

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Keeps informed on needs of the school program, facilities, equipment and supplies. |
| _____ | _____ | 2. Supervises operations, insisting on competent and efficient performance. |
| _____ | _____ | 3. Determines that funds are spent wisely, and adequate control and accounting are maintained |

_____ 4. Evaluates financial needs and makes recommendations for adequate financing

OVERALL RATING FOR BUSINESS AND FINANCE

Board

Self

F. PERSONAL QUALITIES

Board

Self

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Defends principle and conviction in the face of pressure and partisan influence. |
| _____ | _____ | 2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. |
| _____ | _____ | 3. Earns respect and standing among his/her professional colleagues. |
| _____ | _____ | 4. Devotes his/her time and energy effectively to his/her job. |
| _____ | _____ | 5. Demonstrates his/her ability to work well with individuals and groups. |
| _____ | _____ | 6. Exercises good judgment and democratic processes in arriving at decisions. |
| _____ | _____ | 7. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position. |
| _____ | _____ | 8. Maintains poise and emotional stability in the full range of his/her professional activities. |
| _____ | _____ | 9. Is suitably attired and well-groomed. |
| _____ | _____ | 10. Uses language effectively in dealing with staff members, the Board, and the public. |
| _____ | _____ | 11. Writes clearly and concisely. |
| _____ | _____ | 12. Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner. |
| _____ | _____ | 13. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events in a large group meeting. |
| _____ | _____ | 14. Maintains his professional development by reading, course work, conference attendance, and works on professional committees, visits other districts, and meets with other superintendents. |

OVERALL RATING FOR PERSONAL QUALITIES

Board

Self

G. GRAND COULEE DAM SCHOOL DISTRICT SUPERINTENDENT GOALS

Board

Self

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|-------|-------|---|
| _____ | _____ | 1. Assure administrators are properly and effectively supervising and evaluating staff members. |
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- _____ 2. Assure administrators are correctly interpreting and following union contracts and district policies and procedures.
- _____ 3. Assist the Board of Directors in developing into a strong governing body through planning, policy-making, and public relations.
- _____ 4. Update district website.
- _____ 5. Continue to pursue funding for new facilities at the state and federal level.
- _____ 6. Create options for cost-saving measures.
- _____ 7. Continue to seek ways to improve knowledge of school grant funding and educational law.

OVERALL RATING OF GCDS SUPERINTENDENT GOALS

Board

Self

OVERALL RATINGS

	Satisfactory	SUPT.	BOARD	#1	#2	#3	#4	#5
A.	51							
B.	21							
C.	33							
D.	18							
E.	12							
F.	42							
G.	21							
TOTAL	198							

COMMENTS:
