

**Administrative Organization and Roles**

**Superintendent Evaluation Form for use by Board and/or Administrators**

**SUPERINTENDENT EVALUATION FORM**

Place the number that best describes the frequency with which the Superintendent demonstrates each performance criterion in the appropriate blank. Please fill in all blanks. You may make comments in the space following each criterion.

- 5 - Always
- 4 - Usually
- 3 - Sometimes
- 2 - Seldom
- 1 - Never

**LEADERSHIP**

\_\_\_\_\_ Works with Board and District administrators to establish appropriate goals for the District.

\_\_\_\_\_ Provides positive direction and leadership for central office and building administrators.

\_\_\_\_\_ Coordinates District operations (personnel, finance, facilities, support systems, resources, transportation, etc.) for the effective delivery of instruction.

\_\_\_\_\_ Promotes and maintains a positive attitude/climate in the District.

**MANAGEMENT**

\_\_\_\_\_ Provides for effective and efficient day-to-day operation of the District.

\_\_\_\_\_ Ensures that District facilities are conducive to positive learning.

\_\_\_\_\_ Recommends appropriate effective District policies.

- \_\_\_\_\_ Effectively communicates and implements District policies.
- \_\_\_\_\_ Includes central office and building administrators in decision-making process.
- \_\_\_\_\_ Facilitates, and provides coaching for, the development of administrative and educational skills.
- \_\_\_\_\_ Facilitates, and provides leadership for, curriculum selection, staff development, and instructional implementation.

**COMMUNICATION**

- \_\_\_\_\_ Conducts appropriate direct (oral and written) communication with the Board, employees, parents, and community members.
- \_\_\_\_\_ Effectively shares information with, and provides appropriate clarification to, employees, parents, and patrons.
- \_\_\_\_\_ Effectively communicates performance expectations to administrators and other staff.
- \_\_\_\_\_ Develops positive professional relationships with District personnel.
- \_\_\_\_\_ Demonstrates positive relationships with patrons/community.
- \_\_\_\_\_ Is receptive to constructive and/or alternative suggestions.

**PROBLEM-SOLVING**

- \_\_\_\_\_ Demonstrates effective problem-solving and decision-making skills.
- \_\_\_\_\_ Gathers and uses complete and appropriate information in the decision-making process.
- \_\_\_\_\_ Identifies and resolves key problems within the District.

**PLANNING**

- \_\_\_\_\_ Facilitates the District planning process.
- \_\_\_\_\_ Plans for District needs with respect to both immediate and long-term needs.
- \_\_\_\_\_ Clearly communicates the strategic goals of the District and integrates the work of the District toward achieving the goals.
- \_\_\_\_\_ Provides direction, support, and resources to achieve the goals.

**PROFESSIONAL STANDARDS**

- \_\_\_\_\_ Acts with integrity and promotes a high standard of ethics.
- \_\_\_\_\_ Participates in professional growth opportunities.
- \_\_\_\_\_ Treats people fairly with dignity and respect.
- \_\_\_\_\_ Follows through on commitments.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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SUPERINTENDENT

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION