SUPERINTENDENT EVLUATION COMPONENTS AND FORM
20__-20__

PART A: EVALUATION FORM FOR SUPERINTENDENT

Name:
Evaluation Period:
Length of Service as Superintendent:
Total Years of Administrative/Teaching Experience:

The criteria listed in each category of performance will assist both superintendent and the school board in the evaluation process and in order to draw conclusions regarding the overall effectiveness of the superintendent. A superintendent will be rated as highly effective, effective, improvement necessary, or ineffective based on the evaluation criteria and corporation performance.

_____

Evaluators Will Use the Following Rubrics to Score Each Component

> **Highly Effective** - Performance consistently exhibits multiple strengths that have a strong, positive impact on students, staff, and the school climate. Superintendent serves as a model. Areas for professional growth are self-directed. Score = 3
> **Effective** - Performance typically exhibits multiple strengths that favorably impact students, staff, and the school climate. Superintendent serves as a model in some areas. Areas for professional growth are generally self-directed. Score = 2
> **Improvement Necessary** - Performance typically exhibits strengths that impact favorably on students, staff, and school climate. Areas of professional growth can be identified. Score = 1
> **Ineffective** - Performance frequently exhibits weaknesses that negatively impact students, staff, and the school climate. Areas for professional growth will be identified, and an improvement plan will be developed. Direct and immediate intervention is required by board. Score = 0

_____

Directions for the Summative Evaluation:
1. Each board member completes Part A of the evaluation plan.
2. The board then meets as a group to complete the evaluation by consensus.
3. The board completes Part B using data supplied by IDOE.
4. Two board members then meet with superintendent to review the evaluation.

I. Leadership

_____ 1. Develops, implements, promotes and monitors continuous improvement.

_____ 2. Collaboratively develops, implements, monitors and forges consensus for change to improve student learning.

_____ 3. Analyzes available instructional resources including applications of technology and assigns them in a cost effective and equitable manner to enhance student outcomes.

_____ 4. Applies effective methods of providing, monitoring, evaluating and reporting student achievement and uses good research and assessment to improve the learning process.

_____ 5. Involves the faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction, and assessment.

_____ 6. The superintendent mentors emerging leaders to assume key leadership responsibilities.

_____ 7. Displays willingness to confront the brutal facts/make tough decisions.

____/21 Total Leadership Score

II. Policy and Governance

_____ 1. Understands, interprets, and complies with federal and state laws, rules, regulations.

_____ 2. Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.

_____ 3. Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.

_____ 4. Keeps informed, and plans for anticipated and actual changes of regulatory and compliance requirements at the corporate level.

_____ 5. Participates in professional development opportunities to maintain certification in key regulatory and accreditation areas and keeps appraised of state educational issues.

____/15 Total Policy and Governance Score

III. Communications

_____ 1. Demonstrates effective communications skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one.

_____ 2. Keeps an open and honest communication with board members to ensure that the board maintains a good knowledge of the organization.

_____ 3. Keeps the board informed of educational objectives and programs
_____ 4. Reviews requests, questions, and complaints prior to formal presentation to the board.

_____/12 Total Communication Score

IV. Community Relations

_____ 1. Facilitates a community process to develop and implement a shared vision that focuses on improving student achievement.
_____ 2. Keeps community informed on conditions and needs of the school.
_____ 3. Establishes effective school/community relations, school/business partnerships, and public service.
_____ 4. Works cooperatively with parents and community groups concerned with progress in school
_____ 5. Represents the school in the community, county, and state.

_____/15 Total Community Relations Score

V. Human Resource Management

_____ 1. Models effective behaviors and skills, and builds morale among staff and volunteers.
_____ 2. Recommends to the board quality personnel for professional and support staff vacancies.
_____ 3. Values quality evaluation of all personnel.
_____ 4. Supports professional development opportunities for personnel.

_____/12 Total Human Resource Management Score

VI. Fiscal Management

_____ 1. Knowledgeable regarding financial planning, budgeting, management of the taxpayer's investments and endowments, and understands the place of each, in the school's overall financial future.
_____ 2. Presents financial reports to the board on a regular basis and submits an annual budget for board review, revision and approval.
_____ 3. Ensures that a clear and accurate accounting system is maintained, allowing the board to monitor the school's finances and operations in relationship to the approved budget and to make informed financial decisions.

_____ /9 Total Fiscal Management Score

VII. Professional Behavior and Image

_____   1. Demonstrates a professional code of ethics and personal integrity.
_____   2. Promotes the value that moral and ethical practices are established and followed in each school, classroom, and extracurriculars.

_____ **/6**   **Total Professional Behavior and Image**

VIII. Facilities Management

_____   1. Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs.
_____   2. Increase efficiency of corporate resources to maximize daily operations.
_____   3. Effectively supervises the safe and effective operation and maintenance of school plants and transportation.

_____ **/9**   **Total Facilities Management Score**

Mandatory Domain Core Professionalism

Superintendent must pass each of the mandatory core professional areas each year. If any of the five areas are deemed unsatisfactory, the superintendent will be notified of improvements necessary.

Five core areas: Attendance; Tardiness; Rules/ Procedures/ Policies; Respect/ Rapport; and Use of Corporation Resources

Pass - 1 point
Failure - 0 point

_____ **/1**   **Total Mandatory Domain Core Professionalism Score**

| PART A SCORE: | _____/100 |

PART B EVALUATION FORM FOR THE SUPERINTENDENT

The superintendent receives the same grade as his/her school corporation but only after two years in the job. The corporation grade is for the year prior to the evaluation year. For this evaluation, the corporation grade is from the 20___-20___ school year.

Grade of A = 100 points = Highly Effective
Grade of B = 80 points = Effective
Grade of C = 60 points = Improvement Necessary
Grade of D = 40 points = Improvement Necessary
Grade of F = 20 points = Ineffective

Evidence: (None needed unless an area is deemed Improvement necessary to maintain his/her position.)

PART B SCORE: **_____/100**

OVERALL EVALUATION
20____-20____
PART A AND PART B COMBINED

Ineffective	**Improvement Necessary**	**Effective**	**Highly Effective**
Performance frequently exhibits weaknesses that negatively impact students, staff, and the school climate.	Performance typically exhibits strengths that impact students, staff, and school climate.	Performance typically exhibits multiple strengths that favorably impact students, staff, and the school climate.	Performance consistently exhibits multiple strengths that have strong, positive impact on students, staff, and the school climate.
Points 40 - 79	Point 80 - 119	Points 120-159	Point 160-200

Part A Total Score	
Part B Total Score	
TOTAL POINTS	**/200**

Signatures

Date of Evaluation Conference_____

Evaluators' Signatures

_____ _____

_____ _____

                                                                          (Reviewer)

_____

                                    (Reviewer)

I acknowledge that I have reviewed and discussed this evaluation.
Superintendent's Signature

_____

(Superintendent's signature does not automatically indicate agreement.)