

PERFORMANCE APPRAISAL CRITERIA

SUPERINTENDENT

Superintendent's Name _____

INSTRUCTIONS

1. The evaluator is to rate the superintendent on a six-point scale as indicated below.
2. The evaluator is encouraged to add pertinent comments at the end of each major function.
3. The superintendent is provided an opportunity to react to the evaluator's ratings and comments.
4. The evaluator and the superintendent must discuss the results of the appraisal and any recommended action pertinent to it.
5. The superintendent and evaluator must sign the instrument in the assigned spaces.
6. The instrument must be filed in the superintendent's personnel folder.

Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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A. DEVELOP PLANS

1. Provides leadership to the board of education in the development of policies which are consistent with philosophy and goals of the school system.

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2. Conducts ongoing assessment to identify needs and to make adjustments in plans, policies, and practices necessary for goal attainment.

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Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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3. Provides leadership in establishing a system-wide planning process which provide short and long-range goals and objectives for the school system.

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4. Provides an administrative organizational structure which accomplishes the goals and objectives of the school system.

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COMMENTS: _____

B. DEVELOPS AND MAINTAINS THE EDUCATIONAL PROGRAM

1. Organizes and implements an appropriate instructional program.

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2. Complies with the curriculum requirements of the state and local board of education.

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3. Evaluates the educational program.

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4. Manages the approved budget in an effective and efficient manner.

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5. Keeps board informed of the needs, problems, and progress in all areas of support services.

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6. Maintains appropriate working relationships with the board, staff, and community.

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7. Complies with applicable laws, regulations, and rules.

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COMMENTS: _____

Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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C. ESTABLISHES AND MAINTAINS THE PROGRAM INFRASTRUCTURE

Facilities

- | | | | | | | | |
|--|---|--|--|--|--|--|--|
| 1. Develops, maintains, and implements a short- and long-range facilities plan as approved by the board. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
| | | | | | | | |
| 2. Informs the board of the condition of physical properties and facilities sites. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 3. Directs the maintenance effort to assure that school properties are safe, clean, and attractive. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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Personnel

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| 4. Administers procedures for recruiting, recommending, and assigning of all personnel. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 5. Assures that a comprehensive staff development plan is implemented for all employees. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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Support Services

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| 6. Provides a plan for support services in accordance with goals and objectives set by the board. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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Information Management

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| 7. Maintains effective communication in sharing information with the board, staff, and community. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 8. Demonstrates commitment to professional growth and development consistent with job requirements. | <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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COMMENTS: _____

D. DEVELOPS AND IMPLEMENTS ADMINISTRATIVE PROCEDURES

- | | |
|---|---|
| 1. Develops and recommends an annual budget that addresses the assessed needs of the school system. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2. Organizes fiscal operations in accordance with applicable laws, policies, and procedures. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3. Establishes and implements personnel procedures consistent with applicable laws, rules, and regulations. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4. Interprets/implements board policy. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

COMMENTS: _____

Evaluator's Summary Comments: _____

Superintendent's Reaction to Evaluation: _____

Evaluator's Signature and Date

Superintendent's Signature and Date

Signature indicates that the written evaluation had been seen and discussed.