

**EVIDENCE OF EVALUATION IS BASED ON:**

- 1) Progress toward Board Goals**
- 2) Progress toward District Improvement Plan with emphasis on students**
- 3) Superintendent/Board communication**

**(This tool is based on the MASB Superintendent Evaluation Tool – 2016)**

**SCORING:**

**Sections A – H**

**Highly Effective or Effective = 1.1 points**

**Minimally Effective or Ineffective = 0 points**

**Section I**

**Highly Effective or Effective = 13.3 points**

**Minimally Effective or Ineffective = 0 points**

**SCALE:**

**Highly Effective: 85% – 100 %**

**Effective: 75% – 84%**

**Minimally Effective: 60% – 74%**

**Ineffective: 59% and below**

(Enter 1 in each rating category to average automatically)					
<b>A. RELATIONSHIP WITH THE BOARD OF EDUCATION</b>	<u>Highly Effective</u>	<u>Effective</u>	<u>Minimally Effective</u>	<u>Ineffective</u>	<u>Comments</u>
1. Keeps Board informed.					
2. Provides meeting materials / background information.					
3. Assists in development / administration of policies.					
4. Protects Boards policymaking function.					
5. Answers Board questions thoroughly.					
6. Insures complete financial audits / controls.					
7. Invites Board participation in district activities.					
8. Informs Board of problems //implications.					
9. Builds a climate of teamwork.					
<b>Total</b>	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				
<b>B. COMMUNITY RELATIONS</b>					
1. Projects positive image for district.					
2. Seeks open communication with various public groups.					
3. Seeks input from the various public groups.					
4. Maintains good media relations.					
5. Supports district marketing efforts.					
6. Encourages collaborative relationships with business, industry and					
<b>Total</b>	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				
<b>C. STAFF RELATIONS</b>					
1. Organizes procedures for staff evaluation.					
2. Delegates work properly and effectively.					
3. Demonstrates impartiality in personnel matters.					
4. Develops sound personnel practices.					
5. Shows concern for the welfare of staff by visiting buildings at least monthly					
6. Recruits competent staff.					
7. Establishes sound collective bargaining relations.					
<b>Total</b>	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				

D. LEADERSHIP IN EDUCATION	Highly Effective	Effective	Minimally Effective	Ineffective	
1. Encourages participation in activities at appropriate levels.					
2. Projects a positive image to those he / she comes in contact with.					
3. Demonstrates an understanding of educational issues.					
4. Serves as an educational leader in the community.					
5. Seeks open communication with those he / she administers.					
6. Participates in local, state, and federal activities.					
Total	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				
<b>E. BUSINESS AND FINANCE</b>					
1. Recommends appropriate budgets to Board of Education.					
2. Prepares and sends appropriate budget revisions to the Board.					
3. Prepares monthly budgetary and finance reports.					
4. Keeps Board informed on current or proposed funding issues.					
5. Develops funding plans to support proposed school programs.					
6. Develops facilities management plan.					
7. Supervises building programs.					
8. Manages bonding programs.					
Total	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				
<b>F. PERSONAL QUALITIES</b>					
1. Elicits respect in the community, schools, and among peers.					
2. Listens carefully to the concerns of the Board.					
3. Writes clearly and effectively.					
4. Maintains poise and composure in the face of crisis / criticism.					
5. Has good health and maintains it.					
6. Presents business-like and professional appearance.					
7. Demonstrates interest and enthusiasm for educational activities.					
8. Assists the Board in maintaining a positive image.					
Total	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				
<b>G. POLICY</b>					
1. Assists the Board in identifying policy needs.					
2. Communicates policies to the Board, staff and community.					
3. Adheres to and enforces Board policies.					
4. Develops appropriate administrative procedures to implement Board policy.					
5. Demonstrates knowledge of the Board's policy making function and protects					
Total	0.00	0.00	0.00	0.00	
<b>Overall rating for category:</b>	0.00				

<b>H. SUPERINTENDENT PERFORMANCE ON THE JOB</b>		<b>Highly Effective</b>	<b>Effective</b>	<b>Minimally Effective</b>	<b>Ineffective</b>
1. Carries out job responsibilities contained in job description.					
2. Builds positive leadership image for the district.					
3. Builds staff teamwork.					
4. Demonstrates enthusiasm in carrying out job responsibilities.					
5. Projects strong leadership image.					
6. Demonstrates knowledge of technical aspects of the job.					
<b>Total</b>		0.00	0.00	0.00	0.00
<b>Overall rating for category:</b>		0.00			
<b>I. STUDENT GROWTH AND ACHIEVEMENT **</b>					
1. District demonstrates positive trend in student assessment/growth data					
2. District aligns professional development with building and district school					
3. Meets the goals set in the district School Improvement Plan					
<b>Total</b>		0.00	0.00	0.00	0.00
<b>Overall rating for category:</b>		0.00			
<b>Overall Totals of Categories A-H:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Overall Total - Category I: (2017/18 on 40% of eval)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Overall Rating for this evaluation period:</b>		<b>0</b>			
<b>Overall Comments:</b>					