

**Evaluation of the Superintendent**

**RATING DESCRIPTION**

- 1. Never true
- 2. Seldom true
- 3. True about half the time
- 4. True most of the time
- 5. Always true

THIS INSTRUMENT IS BEING COMPLETED FOR THE FOLLOWING PURPOSE:

FORMATIVE (MID-YEAR) EVALUATION  SUMMATIVE (FINAL) EVALUATION

<b>A. Community Relationships</b>		1	2	3	4	5
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 news media.					
4.	Participates actively in community life and affairs.					
5.	Achieves status as a community leader in public education.					
6.	Works effectively with public and private agencies.					
<b>Composite Evaluation - "Community Relationships"</b>						

COMMENTS AND/OR SUGGESTIONS:

<b>B. Relationship With The Board</b>		1	2	3	4	5
1.	Keeps the Board informed on issues, needs, and operation of the District.					
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 the 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 positive working relationship with the Board.					
7.	Understands the Superintendent's role in administration of Board policy, makes recommendations for employment or promotion of personnel in writing and with supporting data, and accepts responsibility for recommendations.					
8.	Acts as liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board.					
9.	Remains impartial toward the Board, treating all Board members alike.					
10.	Refrains from criticism of individual or group members of the Board.					
11.	Seeks to compromise or find a middle ground where differences of opinion exist between the Superintendent and the Board.					
12.	Feels free to maintain opposition to matters under Board discussion until an official decision has been reached, after which time the Superintendent subordinates personal views to the Board's views while performing professional responsibilities.					
<b>Composite Evaluation - "Relationship with the Board"</b>						

COMMENTS AND/OR SUGGESTIONS:

**Evaluation of the Superintendent**

**C. Business and Finance**

		1	2	3	4	5
1.	Keeps informed on needs of the school program, plant, 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.					
<b>Composite Evaluation - "Business and Finance"</b>						

COMMENTS AND/OR SUGGESTIONS:

**D. Staff and Personnel Relationships**

		1	2	3	4	5
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.					
6.	Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.					
7.	Evaluates staff members' performance, 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.					
<b>Composite Evaluation - "Educational Leadership"</b>						

COMMENTS AND/OR SUGGESTIONS:

**Evaluation of the Superintendent**

<b>E. Educational Leadership</b>		1	2	3	4	5
1.	Understands and keeps informed regarding all aspects of the instructional 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 curriculum 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.	Encourages highest professional standards in other educators.					
	Prepares policy, procedures, plans and programs for Board review and District implementation					
<b>Composite Evaluation - "Educational Leadership"</b>						

COMMENTS AND/OR SUGGESTIONS:

<b>F. Personal Qualities</b>		1	2	3	4	5
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 professional colleagues.					
4.	Uses time and energy effectively in performance of job duties.					
5.	Demonstrates ability to work well with individuals and groups.					
6.	Exercises good judgment and the democratic processes in arriving at decisions.					
7.	Possesses and maintains the health and energy necessary to meet the responsibilities of the position.					
8.	Maintains poise and emotional stability in the full range of professional activities.					
9.	Is customarily suitably attired and well groomed.					
10.	Uses English 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 ideas in a logical and forthright manner.					
13.	Responds appropriately when faced with an unexpected or disturbing turn of events in a large group meeting.					
14.	Continues professional development by reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents.					
<b>Composite Evaluation - "Personal Qualities"</b>						

COMMENTS AND/OR SUGGESTIONS:

SIGNATURES:

\_\_\_\_\_  
*Superintendent/Date*

\_\_\_\_\_  
*Board Chairperson/Date*

**Summative Evaluation**

The Southgate Independent School District Board of Education has discussed the accomplishments of the superintendent, reached consensus and recorded that consensus.

\_\_\_\_\_  
Superintendent's Signature/Date

\_\_\_\_\_  
Board Chair Signature/Date