

SAMPLE STANDARDS-BASED SUPERINTENDENT EVALUATION FORM

At the end of the evaluation cycle, the board should conduct a formal evaluation of the superintendent. The completed form is to be placed in the superintendent's personnel file.

Note: The indicators supporting each standard are provided as examples of the kind of activities and behaviors that would support the standard. The indicators are not exhaustive nor would it be reasonable to expect that a superintendent demonstrate competence in all descriptors.

STANDARD ONE: SHARED VISION

Shared Vision: A superintendent is an educational leader who promotes the success of every student by facilitating a shared vision of learning that is supported by the school community.

PERFORMANCE INDICATORS

- 1.1 Develops and implements district-wide vision, mission and goals.
- 1.2 Creates and implements plans to achieve goals.
- 1.3 Promotes continuous and sustainable improvement.
- 1.4 Monitors and evaluates progress and revises plans.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
<hr/> <hr/> <hr/> <hr/>			
<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

STANDARD TWO: CULTURE OF LEARNING

Culture of Learning: A superintendent is an educational leader who promotes the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

PERFORMANCE INDICATORS

- 2.1 Nurtures and sustains a culture of collaboration, trust, learning, and high expectations.
- 2.2 Monitors and evaluates a rigorous and coherent district-wide curricular program.
- 2.3 Uses data to monitor the assessment and accountability systems to assure student progress.
- 2.4 Develops the instructional and leadership capacity of staff through quality professional development.
- 2.5 Promotes the use of the most effective and appropriate technologies to support teaching and learning.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
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<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

STANDARD THREE: LEADERSHIP AND MANAGEMENT

Leadership and Management: A superintendent is an educational leader who promotes the success of every student by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

PERFORMANCE INDICATORS

- 3.1 Effectively manages district budget, facilities and operations.
- 3.2 Obtains, allocates, aligns, and efficiently utilizes human, fiscal, and technological resources.
- 3.3 Promotes and protects the welfare and safety of students and staff.
- 3.4 Develops leadership capacity throughout the district’s staff.
- 3.5 Ensures teacher and organizational time is focused to support quality instruction and student learning.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

STANDARD FOUR: FAMILY AND COMMUNITY

Family and Community: A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

PERFORMANCE INDICATORS

- 4.1 Collects and analyzes data and information pertinent to the educational environment.
- 4.2 Promotes understanding, appreciation, and uses of the community’s various resources.
- 4.3 Builds and sustains positive relationships with families and caregivers.
- 4.4 Builds and sustains productive relationships with community partners.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

- EVALUATION CONTINUES ON NEXT PAGE -

STANDARD FIVE: ETHICS

Ethics: A superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness and in an ethical manner.

PERFORMANCE INDICATORS

- 5.1 Conducts oneself in an ethical, fair, trustworthy and professional manner.
- 5.2 Establishes practices to promote personal, physical and emotional health.
- 5.3 Demonstrates respect for diversity in students, staff and programs.
- 5.4 Considers and evaluates the potential moral and legal consequences of decision-making.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

STANDARD SIX: SOCIETAL CONTEXT

Societal Context: A superintendent is an educational leader who promotes the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context.

PERFORMANCE INDICATORS

- 6.1 Advocates for children, families, and caregivers.
- 6.2 Serves as an advocate to community and legislature for issues beneficial to improved teaching and learning.
- 6.3 Provides leadership for defining superintendent and board roles, mutual expectations and formulating appropriate district policies.
- 6.4 Knows and supports the district school improvement plan and accurately reports progress on goals.

<u>SUPPORTING EVIDENCE AND COMMENTS</u>			
<u>RATING</u> (circle the appropriate response)			
1	2	3	4
NEEDS IMPROVEMENT			EXEMPLARY

- EVALUATION CONTINUES ON NEXT PAGE -

EVALUATION SUMMARY

Place one check [✓] in each row for each standard and one check [✓] for overall rating.

PERFORMANCE STANDARD	NEEDS IMPROVEMENT			EXEMPLARY
	1	2	3	4
STANDARD ONE				
STANDARD TWO				
STANDARD THREE				
STANDARD FOUR				
STANDARD FIVE				
STANDARD SIX				
OVERALL RATING				

- A. Of the standards listed, which is the superintendent's greatest strength? How does this strength directly contribute to district goals?

- B. Of the standards listed, which is presenting the greatest challenge to the achievement of district goals?

- C. What supports might the board offer to enhance the superintendent's strengths and promote success over existing challenges?

- D. Superintendent Comments:

Evaluation Period: _____, 20__ to _____, 20__

Superintendent's Signature: _____ Date: _____

Board President's Signature: _____ Date: _____

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