

Section 300 – Administration
Superintendent
Superintendent Evaluation Instrument

File: 302.05 - R1

The following process is recommended for the evaluation of the Superintendent of Schools.

1. In September, the superintendent and individual board members should review and complete the Superintendent Evaluation Instrument in draft form and set aside for review. By reviewing, you have the opportunity to provide additional comments and/or make necessary corrections.
2. It is important that each board member enter comments on the appraisal to substantiate a score that falls in the "Exceeds Expectations", "Needs Improvement", or "Does Not Meet Expectations" on a specific item.
3. By October 1st all board members and the superintendent shall submit their completed evaluations to the Board President who will then compile all ratings by the November board meeting.
4. At the October board meeting the Board President will meet with board members in closed session as needed to review the compiled ratings. Such discussion may include the identification of strengths, and areas for improvement as determined.
5. At the November board meeting the Board President will meet with board members and the superintendent in closed session as needed to review the compiled ratings.
6. At the November board meeting the Board will consider contract renewal and compensation. Official board action to approve the superintendent's contract will be taken in open session at the December board meeting following the required posting of the proposed contract.
7. Superintendent evaluations are to be administered in September of each calendar year. (A first year superintendent will be evaluated in September and March of his/her first year.)

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SUPERINTENDENT EVALUATION INSTRUMENT

Standard #1: Educational Leadership	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Administers all activities of the school system according to school district policy.					
2. Articulates and promotes high expectations for teaching and student learning.					
3. Provides leadership to the board in the annual establishment of short- and long-term district goals that support student achievement.					
4. Systematically reports to the board on the status of the adopted district goals. (Per reports to the board)					
5. Maintains a general knowledge of educational and professional trends through participation in national and state workshops and conferences.					
6. Maintains effective relationships with legislative representatives, NDE personnel, and Education Service Unit administrators. (Per reports to the board)					

Comments:

Areas for commendation

Areas for improvement

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Standard #2: Staff Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Monitors and makes recommendations for the appropriate staffing levels needed for the effective operation of the schools.					
2. Ensures that fair, equitable, and effective evaluation processes are in place for all district personnel and that all staff are evaluated regularly according to board policy the applicable laws.					
3. Ensures that job descriptions for all district personnel are maintained and updated regularly.					
4. Provides motivation and resources for staff members to engage in professional development activities. <i>(Continues to report to the board periodically)</i>					
5. Provides leadership and oversight to the administrative team through regular communication, supervision, and evaluation. <i>(Continues to report to the board indicating when evaluations have been done)</i>					
6. Provides leadership to the board in the negotiations process with the district's recognized bargaining units.					
7. Continues to build strong staff relations. <i>(Monthly reports to staff)</i>					

Comments:

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Standard #3: Board Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Provides leadership to maintain the board's focus on student achievement.					
2. Attends and participates in all board meetings unless specifically excused by the board from its consideration of the superintendent's performance, contract, or salary.					
3. Develops in cooperation with the board president the agenda for each board meeting.					
4. Ensures that all board meetings are legally conducted and communicated to the public in accordance with the Nebraska Open Meetings Act.					
5. To the greatest extent possible, ensures that the board has adequate information and sufficient time to make critical decisions on behalf of the district.					
6. In cooperation with the board, develops and maintains an annual board calendar that ensures timely consideration of: (a) routine matters requiring board approval, (b) follow-up reports requested by the board, (c) regular updates on district goals and the school improvement plan, (d) regular updates on student achievement data, and (e) continuous policy review.					

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<p>7. Ensures that administrative recommendations to the board identify: (a) the situation necessitating the recommendation, (b) how the recommendation relates to district and/or school improvement goals and district policies, (c) the options reviewed and the reason for selecting this recommendation, (d) the benefit that is expected to result from the implementation, (d) the personnel that will be involved in or affected by the implementation, (e) the immediate and long-term cost of the implementation (f) how the staff will measure the results of the implementation, and (g) how and when progress will be reported to the board (see AIM document for format).</p>					
<p>8. Using agreed-upon methods, communicates with the board between meetings to ensure that all members have current information about district issues and activities.</p>					

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Standard #4: Policy Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Provides leadership in the development and implementation of district policy. <i>(Continues to research necessary changes and works with Policy Committee to develop recommendations)</i>					
2. Ensures policy is consistent with the requirements of state and federal law and NDE rules.					
3. In cooperation with the administrative team, develops the necessary rules and regulations to carry out board policy.					
4. In cooperation with the board, ensures that policies and supporting administrative rules and regulations are systematically reviewed and updated.					

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Standard #5: Financial Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Schedules timely and appropriate budget work sessions to ensure board input into the development of the district budget.					
2. Develops the budget according to district policy and state requirements.					
3. Implements and manages the budget according to sound business and fiscal practices and district policy.					
4. Provides monthly Claims and Revenue Summary Reports that ensure the board is knowledgeable about the status of the budget.					
5. Maintains the district's financial records and ensures that they are audited annually by a qualified accounting firm.					

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Standard #6: Facilities Management	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. In cooperation with the board, maintains and updates a short- and long-range plan that includes: (a) a schedule for the routine maintenance of all school properties, (b) a schedule for the repair and/or replacement of school equipment, and (c) a facilities needs assessment for future renovation or construction.					
2. Oversees the implementation of the facilities plan and ensures that the board is knowledgeable about the status of the facilities.					

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Standard #7: Community Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Maintains accessibility and visibility in the community.					
2. Acts as a unifying force within the district, striving to reconcile divergent viewpoints in order to do what is best for students.					
3. Promotes and supports parent/student/community involvement in the school.					
4. Maintains a sound working relationship with the media.					
5. Routinely creates opportunities to seek staff and community input on significant issues where and when appropriate.					

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Standard #8: Personal Qualities	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Demonstrates ethical, trustworthy and professional behavior.					
2. Is cordial, patient, personable, and treats everyone fairly, equitably, and with dignity and respect.					
3. Expresses ideas in a logical, forthright, and professional manner.					
4. Possesses the health and energy necessary to fulfill their responsibilities.					

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In reviewing your goals:

Signature – Board President

Signature - Superintendent

Date

Date

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SUPERINTENDENT GOALS FORM

Date of Adoption _____

Review Period From _____ to _____

The signatures below indicate that the school board and superintendent have agreed on performance requirements for the superintendent, the indicators that the school board will examine to determine whether the superintendent has met each requirement, and the information the school board will need in order to measure performance.

Performance Goal #1: *(Goal Statement)*

Indicators: *(The superintendent will . . .)*

Evidence needed to measure progress and achievement:

Signature – Board President

Signature - Superintendent

Date

Date