

Arapahoe-Holbrook Public School District #18

Superintendent Evaluation Form

Please assess the Superintendent's performance by scoring each item and returning this form to the board president.

Superintendent's Name: _____

Date of Evaluation: _____

Please rate the following areas of competencies and goal measurements on the following scale:

Not Using	Beginning	Developing	Applying	Innovating
The superintendent abandons attempts or makes no attempt to incorporate or execute this set of expectations or goal progression.	The superintendent attempts to perform this set of expectations or goal completion but does not actually complete or follow through with these attempts.	The superintendent is implementing this expectation and/or goal execution, but it is not yet done consistently or effectively.	The superintendent is implementing board expectations and is advancing the components of the set goals with good consistency and results.	The superintendent is exceeding in this area and is the leading edge of innovation, process improvement and has positive, solid, measurable results for both his expectations and board goals.

AREAS OF RESPONSIBILITY

- Relationship with the Board:

- Keeps the board informed on issues, needs, and operation of the school district.

Not Using	Beginning	Developing	Applying	Innovating

- Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.

Not Using	Beginning	Developing	Applying	Innovating

- Interprets and executes the intent of board policy.

Not Using	Beginning	Developing	Applying	Innovating

- Seeks and accepts constructive criticism of his work.

Not Using	Beginning	Developing	Applying	Innovating

- Supports board policy and actions to the public and staff.

Not Using	Beginning	Developing	Applying	Innovating

- Has a harmonious working relationship with the board.

Not Using	Beginning	Developing	Applying	Innovating

- Offers appropriate recommendations and solutions for staffing needs.

Not Using	Beginning	Developing	Applying	Innovating

- Accepts responsibility for maintaining liaison between the board and personnel, working toward understanding and respect between the staff and board and the board and staff.

Not Using	Beginning	Developing	Applying	Innovating

- Works with the board to promote branding and improve district appeal.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section A:

- Community Relationships:

- Gains respect and support of the community on the conduct of the school operation.

Not Using	Beginning	Developing	Applying	Innovating

- Solicits and gives attention to problems and opinions of groups and individuals.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from the community through meetings, surveys, and other media.

Not Using	Beginning	Developing	Applying	Innovating

- Participates actively in community life and affairs.

Not Using	Beginning	Developing	Applying	Innovating

- Achieves status as a community leader in public education.

Not Using	Beginning	Developing	Applying	Innovating

- Works to promote the work of the district and staff to show how it benefits the students and community.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section B:

C. Staff and Personnel Relationships:

- Develops and executes sound personnel policies and procedures.

Not Using	Beginning	Developing	Applying	Innovating

- Develops good staff morale and loyalty to the organization.

Not Using	Beginning	Developing	Applying	Innovating

- Treats certificated personnel fairly, without favoritism or discrimination while still maintaining accountability and job expectations.

Not Using	Beginning	Developing	Applying	Innovating

- Treats classified staff fairly, without favoritism or discrimination while still maintaining accountability and job expectations.

Not Using	Beginning	Developing	Applying	Innovating

- Delegates authority to staff members appropriate to the position each holds.

Not Using	Beginning	Developing	Applying	Innovating

- Encourages participation of appropriate staff members and groups in goal setting, execution and follow-up in district projects and procedures.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from district staff through meetings, one on ones, and surveys.

Not Using	Beginning	Developing	Applying	Innovating

- Assists the Board and Education Association in contract negotiations.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section C:

D. Educational Leadership:

23. Keeps informed regarding aspects of the instructional program.

Not Using	Beginning	Developing	Applying	Innovating

- Implements the district's philosophy of education.

Not Using	Beginning	Developing	Applying	Innovating

- Participates with staff, board, and community in curriculum development.

Not Using	Beginning	Developing	Applying	Innovating

- Organizes a planned program of staff evaluation and improvement.

Not Using	Beginning	Developing	Applying	Innovating

- Inspires others to high professional standards.

Not Using	Beginning	Developing	Applying	Innovating

- Develops administration level direct reports through trainings, professional memberships, one on one coaching, conferences, and evaluations.

Not Using	Beginning	Developing	Applying	Innovating

- Actively seeks out feedback from the student body as allowed through policy for environmental improvement, relationship building and increased branding awareness.

Not Using	Beginning	Developing	Applying	Innovating

- Establishes Semester/Yearly Goals with district principals.

Not Using	Beginning	Developing	Applying	Innovating

- Attends professional improvement courses: NRCSA, NASB, NASA, etc.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section D:

E. Business and Finance:

- Keeps the board informed on future and current needs and costs of the district -- building, facilities, equipment, and supplies.

Not Using	Beginning	Developing	Applying	Innovating

- Supervises district operations, insisting on competent and efficient performance.

Not Using	Beginning	Developing	Applying	Innovating

- Determines that funds are spent wisely, and adequate financial controls and records retention are maintained.

Not Using	Beginning	Developing	Applying	Innovating

- Builds Cash Reserves for the district.

Not Using	Beginning	Developing	Applying	Innovating

- Builds Reserves for the special building fund and depreciation fund.

Not Using	Beginning	Developing	Applying	Innovating

- Oversees the district budget, its preparation and presentation to the board for adoption.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section E:

F. Personal Qualities:

30. Maintaining high standards of ethics, honesty, and integrity in all personal and professional matters.

Not Using	Beginning	Developing	Applying	Innovating

- Devotes his time and energy effectively to his job.

Not Using	Beginning	Developing	Applying	Innovating

- Demonstrates his ability to work with individuals and groups.

Not Using	Beginning	Developing	Applying	Innovating

- Maintains poise and emotional stability in the full range of his professional activities.

Not Using	Beginning	Developing	Applying	Innovating

- Is suitably attired and well groomed.

Not Using	Beginning	Developing	Applying	Innovating

- Uses language effectively in dealing with staff members, the board, and the public.

Not Using	Beginning	Developing	Applying	Innovating

- Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner.

Not Using	Beginning	Developing	Applying	Innovating

- Thinks well on his feet when faced with an unexpected or disturbing turn of events.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section F:

G. Miscellaneous Board and Superintendent Specific Goals.

- Creates a detailed and aggressive plan for district branding and promotion. This includes marketing for district pride, increase talent attraction and reduce talent attrition.

Not Using	Beginning	Developing	Applying	Innovating

- Executes the use of technology and social media to increase district communication, presents and promote the district brand.

Not Using	Beginning	Developing	Applying	Innovating

- Creates a plan to present all school property in a positive, professional, and clean condition: transportation fleet, grounds, building and Signage.

Not Using	Beginning	Developing	Applying	Innovating

Board Comments Section G:

Superintendent Response:

Signature of Superintendent

Date

Signature of Board President

Date