

Storey County School District
Policy Manual

Section: Foundations & Basic Commitments
Title: Superintendent's Evaluation Policy
and Plan

Adopted:

Revised:10-5-06
4-21-05

Policy Number: AFB

Presented to the School Board for Review on 11/22/00, 12/13/00, 4/7/05, 4/21/05, 9-7-06,
10-5-06

SUPERINTENDENT'S EVALUATION POLICY AND PLAN

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Evaluation of the Superintendent

The Board of Trustees of Storey County School District believe that a continual and comprehensive program of evaluation for all employees is critical for assessment of performance and the employee's growth.

The Board further believes that the Superintendent, as the Chief Executive Officer of the District, shall be a model for all other employees with respect to the evaluation process.

The Board believes that the process of evaluation shall be growth oriented and as objective in nature as possible.

Given the aforementioned beliefs, the Board commits to a policy and program of evaluation of the Superintendent. This program shall include the following evaluation efforts:

Board Evaluation of the Superintendent

The Board of Trustees shall evaluate the Superintendent annually. These evaluations shall use the District-adopted evaluation form and be conducted by the Board in April of each school year. (policy AFB-1)

The evaluations shall be compiled and shared with the Superintendent at a regularly or special scheduled Board meeting.

Goal Setting

Goals for the Superintendent shall be set by:

1. The Board
2. The Superintendent
3. From evaluation document feedback
4. The Board shall assess the Superintendent's performance relative to the goals and provide him with feedback annually.

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SUPERINTENDENT'S EVALUATION FORM
(AFB-1)

Superintendent's Evaluation

Please complete the attached evaluation of the Superintendent. Your evaluation should reflect your perceptions of the Superintendent's performance relative to the job description indicators listed in the evaluation document. Please rate each area according to the assessment scale listed below.

Assessment Scale

- 4 Excellent effort and excellent results
- 3 Good effort and good results
- 2 Marginal effort and marginal results
- 1 Substantial improvement needed

When you have completed the numerical ranking of each area, you may wish to add written comments relative to the Superintendent's strengths or areas for growth or increased attention or emphasis on the back page of the evaluation document.

When you have completed your evaluation, please place it in the provided envelope and mail it to the Board Chair for compilation. Upon completion of compilation of all members' evaluation a consensus copy will be shared with all Board members and the Superintendent.

Thank you for your time, feedback and consideration in this important process.

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Superintendent's Evaluation Board Consensus/Board Member Assessment

Relationship with Board	4	3	2	1
1. Appears prepared for all meetings				
2. Keeps Board informed on issues, needs and operations				
3. Provides advice and recommendations to assist Board in decision-making				
4. Interprets and executes Board policy				
5. Is responsive to Board members' concerns				
6. Maintains a flow of communication to the Board				
7. Seeks and accepts constructive criticism from the Board				
8. Develops and maintains a harmonious, impartial relationship with the Board based on trust and respect				
9. Supports and interprets Board policy to staff, parents, public and the media				
10. Assists the Board in the development of district goals, missions, and beliefs				
<u>Administration of the School District</u>				
1. Develops annual professional goals.				
2. Works with building and program administrators to ensure the efficient operation of the District				
3. Responds to issues in a timely fashion				
4. Develops, implements, evaluates and revises budget process and prudently expends District funds				
5. Uses time efficiently.				
6. Seeks to involve members of the school community in the decision making process				
7. Maintains and seeks to improve the district's relationship with the Department of Education and all other agencies				
8. Plans for the effective design, use, and maintenance of facilities				
9. Demonstrates effective long-and short-range planning				
10. Manages non-instructional programs efficiently and effectively				
<u>Community Relationships</u>				
1. Is prompt in addressing community concerns				
2. Promotes the School District through the development of rapport with the media				
3. Supports activities/athletics through attendance at school sponsored events				
4. Develops the respect and support of the community				
5. Becomes involved in the life of the community				

Assessment Scale

4=Excellent effort and excellent results 3=Good effort and good results 2=Marginal effort and marginal results 1=Substantial improvement needed

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Superintendent's Evaluation Board Consensus/Board Member Assessment

Staff and Personnel Relationships	4	3	2	1
1. Develops and executes sound personnel procedures				
2. Assists administrators with the process of personnel recruitment, selection and retention				
3. Treats personnel with respect and impartiality				
4. Develops, maintains and implements an annual system of personnel evaluation				
5. Mentors new administrators				
Educational Leadership				
1. Provides symbolic as well as actual educational leadership for all District employees				
2. Serves as a model for professionalism				
3. Leads the curriculum development, implementation and evaluation process				
4. Works closely with administrators to improve their professional abilities and skills				
Personal Qualities				
1. Is appropriately attired and well groomed				
2. Maintains high standards of integrity, ethics, honesty, and morals				
3. Exercises sound professional judgment that reflects self-confidence and maturity				
4. Devotes the time and energy necessary to fulfill the duties of the position				
5. Works cooperatively with individuals and groups				
6. Maintains physical and mental health and stability				
7. Exhibits poise and a pleasant demeanor when faced with unpleasant or stressful situations				
8. Writes and speaks clearly and effectively				
Professional Growth				
1. Participates in professional growth activities				
2. Maintains professional development by reading, course work, conference attendance, visitations to other districts or other appropriate activities.				
3. Attend State School Board conference				

Assessment Scale

4=Excellent effort and excellent results 3=Good effort and good results 2=Marginal effort and marginal results 1=Substantial improvement needed

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Please comment on other areas that you perceive to be strengths of the Superintendent.

Please suggest areas for growth or increased attention or emphasis.

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Superintendent's Evaluation

Signatures/Superintendent's Comments

The signatures below indicate that the Superintendent's evaluation was reviewed on the date indicated. The Superintendent's signature does not necessarily indicate agreement. The Superintendent has been given the opportunity to comment on this evaluation.

Superintendent's Comments:

Superintendent's Signature

Chair, Board of Trustees Signature

Date

Date

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