EVALUATION OF THE SUPERINTENDENT

The following responsibilities are to be considered by the Board of Education in the annual evaluation of the Superintendent of Schools.

A. Relationships with the Board of Education

1. Keeps the Board informed on issues, needs, and operation of the school system in a timely fashion.
2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
3. Understands, interprets and executes the intent of 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 harmonious working relationship with the Board.
7. Makes recommendations for employment or promotion of personnel in writing and with supporting data, and accepts responsibility for his/her recommendations. If the recommendation is not accepted by the Board, he/she willingly finds another person to recommend.
8. Receives recommendations for personnel from board members with an open mind but applies the same criteria for his/her selection for recommendation as he/she applies to applications from other sources.
9. Accepts his/her responsibility for maintaining liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board and the Board and the staff.
10. Remains impartial toward the Board, treating all board members alike.
11. Refrains from criticism of individual or group members of the Board.
12. Makes every effort to resolve differences promptly when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the Board.
13. Bases his/her position with regard to matters discussed by the Board upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the Board.
14. Assists the Board President in the orientation of new board members.

B. Community Relationships

15. Gains respect and support of the community for the conduct of the school operation.
16. Solicits and gives attention to problems, opinions, and suggestions of PTAs and other community groups and individuals.

17. Develops cooperative relationships with news media.
18. Improves the image of the district through participation in community activities.
19. Achieves status as a community leader in public education.
20. Works effectively with professional educational organizations and public and private agencies.

C. Staff and Personnel Relationships

21. Develops and executes sound personnel procedures and practices.
22. Develops good staff morale and loyalty to the school district.
23. Treats all personnel fairly, without favoritism or discrimination.
24. Delegates authority to staff members appropriate to the position each holds.
25. Recruits and assigns the best available personnel.
26. Encourages participation of appropriate staff members and groups in planning, procedures, and interpretation of Board policy.
27. Supervises and evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.
28. Takes an active role in contract negotiations for all personnel, and recommends contract proposals which are intended to best serve the interests of the district.
29. Meets and confers with leaders of the teachers association and others, representing the interest and directives of the Board.

D. Educational Leadership

30. Understands and keeps informed regarding all aspects of the instructional program.
31. Implements the district's philosophy of education.
32. Participates with staff, Board, and community in studying and developing curriculum improvement.
33. Organizes a planned program of staff evaluation and improvement.
34. Provides democratic procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people of the community.
35. Encourages others to highest professional standards.

E. Business and Finance

36. Keeps informed on needs of the school program: plant, facilities, equipment, and supplies.
37. Supervises operations, insisting on competent and efficient performance.

38. Determines that funds are spent wisely, and adequate control and accounting are maintained.
39. Evaluates financial needs and makes recommendations for adequate financing.

F. Personal Qualities

40. Defends principle and conviction in the face of pressure and partisan influence.
41. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
42. Earns respect and standing among his/her professional colleagues.
43. Devotes his/her time and energy effectively to his/her job.
44. Demonstrates his/her ability to work well with individuals and groups.
45. Exercises good judgment and democratic processes in arriving at decisions.
46. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position.
47. Maintains poise and emotional stability in the full range of his/her professional activities.
48. Is suitably attired and well groomed.
49. Uses language effectively in dealing with staff members, the Board, and the public.
50. Writes clearly and concisely.
51. Speaks well in front of large and small groups, expressing his/her ideas in a logical and forthright manner.
52. Thinks well when faced with an unexpected or disturbing turn of events in a large group meeting.
53. Maintains his/her other professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other Superintendents.

1st Reading December 18, 2001
2nd Reading & Adoption January 29, 2002