

PART 2: APPRAISAL OF SUPERINTENDENT JOB RESPONSIBILITIES

<u>Assessment Key:</u>	1	Outstanding
	2	Very Good
	3	Satisfactory
	4	Needs Improvement

Rate the superintendent on each performance standard. (Please circle your rating on each statement)

Board/Superintendent Relationship

A. The Superintendent keeps the Board informed on issues, needs and operation of the school system.

1 2 3 4

B. The Superintendent supports, interprets and executes the intent of Board policy.

1 2 3 4

C. The Superintendent makes recommendations to the Board based on the needs of the students, staff, or the District as a whole.

1 2 3 4

D. The Superintendent guides, directs, and advises the Board on all areas of District operations.

1 2 3 4

Personal Qualities

A. The Superintendent maintains high standards of ethics, honesty and integrity in all personal and professional matters.

1 2 3 4

B. The Superintendent devotes his time and energy effectively to his job.

1 2 3 4

C. The Superintendent demonstrates his ability to work well with individuals and groups.

1 2 3 4

D. The Superintendent exercises good judgment in arriving at decisions.

1 2 3 4

E. The Superintendent possesses and maintains the good health and energy to meet the responsibilities of his position.

1 2 3 4

Educational Leadership

- A. The Superintendent understands and keeps informed regarding all aspects of the instructional program.
1 2 3 4
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- B. The Superintendent assures that all initiatives are tied to Board goals and the District philosophy of education.
1 2 3 4
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- C. The Superintendent organizes a planned program of curriculum evaluation and improvements.
1 2 3 4
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- D. The Superintendent exemplifies and inspires others to the highest professional standards.
1 2 3 4
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- E. The Superintendent implements appropriate safety and security practices in schools.
1 2 3 4
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- F. The Superintendent establishes instructional strategies that include cultural diversity and differences in learning styles.
1 2 3 4
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Communications and Community Relations

- A. The Superintendent clearly articulates District vision, mission, and priorities to community and media.
1 2 3 4
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- B. The Superintendent demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments)
1 2 3 4
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- C. The Superintendent promotes involvement of all stakeholders to fully participate in the process of schooling.
1 2 3 4
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- D. The Superintendent demonstrates mediation and conflict resolution skills.
1 2 3 4
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- E. The Superintendent establishes effective school/community relations, school/business partnerships and public service.
1 2 3 4
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- F. The Superintendent has gained the respect and support of the community on the functioning of the District's operation.
1 2 3 4
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- G. The Superintendent participates in community life and affairs.
1 2 3 4
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Curriculum Planning and Development

- A. The Superintendent develops core curriculum design and delivery system based on content and assessment standards and best practices.
1 2 3 4
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- B. The Superintendent establishes curriculum planning to anticipate occupational trends and school-to-career needs.
1 2 3 4
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- C. The Superintendent includes the use of computers, the Internet, networking, distance learning and other technologies in educational programming.
1 2 3 4
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- D. The Superintendent involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.
1 2 3 4
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Labor Relations

- A. The Superintendent identifies union language issues and proposes modifications.
1 2 3 4
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- B. The Superintendent establishes productive relationships with unions while managing contracts effectively.
1 2 3 4
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Policy and Governance

- A. The Superintendent works with the District 227 Board of Education to develop and implement policies that define organization expectations.
1 2 3 4
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- B. The Superintendent functions as a primary instructional leader for the school district, relying on support from staff as necessary when advising school board.
1 2 3 4
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- C. The Superintendent holds building principals responsible for policies, procedures, and practices that further District goals
1 2 3 4
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- D. The Superintendent works with all individuals, groups, agencies, committees and organizations to provide and maintain schools that are safe and productive.
1 2 3 4
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Organizational Management

- A. The Superintendent actively supports a safe and positive environment for all students and staff.
1 2 3 4
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- B. The Superintendent develops procedures for working with the school board that define mutual expectations, working relationships, and strategies for formulating District policies.
1 2 3 4
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- C. The Superintendent effectively manages human, material and financial resources to ensure student learning and to comply with legal mandates.
1 2 3 4
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- D. The Superintendent develops and executes sound personnel procedures and practices for the District.
1 2 3 4
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- E. The Superintendent implements sound personnel procedures in recruiting, employing and retaining the best qualified and most competent teachers, administrators and other personnel.
1 2 3 4
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Budget Management

A. The Superintendent develops a budgeting system that is clear and concise.

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B. The Superintendent works cooperatively with the District treasurer.

1 2 3 4

C. The Superintendent manages the school budget and maintains adequate internal control and accounting practices.

1 2 3 4

D. The Superintendent develops a five-year capital plan for the District.

1 2 3 4
