

**WOODLAND SCHOOL DISTRICT
EVALUATION OF SUPERINTENDENT**

Name: _____

Date: _____

Performance Scale (Enter a check in the appropriate number space provided.)

1. * Performance is unsatisfactory
2. * Performance needs improvement
3. Performance is satisfactory
4. Performance is good
5. * Performance is excellent

	1	2	3	4	5	Board Avg.
1.0 Goal Setting and Achievement						
1.1 Assists the Board in the Formation of District operational priorities and goals for the coming year.						
1.2 Prepares and submits interim reports to the Board on goal achievement progress.						
1.3 Prepares and submits end of the year report on progress in achievement of goals.						
1.4 Develops and strives to achieve superintendent goals that include or reflect the Board/District goals.						
Other/Comments:						
2.0 Board Relations						
2.1 Keeps the Board informed on issues, needs and operation of the School System.						
2.2 Develops alternatives and provided professional recommendations to the Board in a timely manner on items requiring Board action, based on thorough study and analysis.						
2.3 Recommends policies or policy revisions consistent with the Board intentions.						
2.4 Interprets, administers and supports the intent of Board policy						

- For any item receiving a rating of 1,2 or 5 specific justification should be given.

	1	2	3	4	5	Board Avg.
2.5 Seeks and accepts constructive criticism of performance.						
2.6 Promotes a harmonious impartial working relationship with the Board.						
2.7 Accepts responsibility for maintaining liaison between the Board and personnel, working toward a mutual understanding and respect between the staff and the Board.						
Other/Comments:						
3.0 Staff and Personnel Relations						
3.1 Develops good staff morale and loyalty to the organization.						
3.2 Treats all personnel fairly, without favoritism or discrimination, while insisting on a high level of performance of duties.						
3.3 Delegates authority to staff members appropriate to the position each holds.						
3.4 Encourages participation of appropriate staff Members and groups in program planning and development, as well as resolution of issues an problems.						
Other/Comments:						
4.0 Student Relations						
4.1 Provides equal educational opportunities for all students, regardless of sex, religion and national or ethnic origin.						
4.2 Establishes appropriate standards for student conduct and implements corrective action when necessary.						
4.3 Provides opportunities for students to meet and discuss the operation of the District.						
Other/Comments:						

	1	2	3	4	5	Board Avg.
5.0 Community Relations						
5.1 Gains respect and support of the community on the conduct of the school District operation.						
5.2 Provides the community with various opportunities to meet with the Superintendent and discuss problems and opinions on the operation of the District.						
5.3 Develops friendly and cooperative relationships with news media.						
5.4 Participates actively in community life and affairs.						
5.5 Works effectively with public and private agencies.						
Other/Comments:						
6.0 Educational Leadership						
6.1 Keeps current with trends and developments in curriculum and instruction.						
6.2 Understands and keeps informed regarding all aspects of the instructional program.						
6.3 Implements the District's philosophy of education.						
6.4 Promotes the involvement of staff and community in studying and developing curriculum improvements.						
6.5 Bases instructional program decisions and recommendations on the best interest and needs of students.						
6.6 Provides democratic procedures in curriculum work utilizing the abilities and talents of the professional staff and people of the community.						
6.7 Evaluates instructional programs in terms of student growth and achievement.						
6.8 Inspires others to highest professional standards.						
Other/Comments:						
7.0 Business and Finance						
7.1 Keeps informed on needs of the school program: plant, facilities, equipment and supplies.						
7.2 Supervises operations, insisting on competent and efficient performance.						

	1	2	3	4	5	Board Avg.
7.3 Monitors the wise expenditure of all funds with adequate control and accounting procedures. Reports regularly to the Board.						
7.4 Evaluates and forecasts financial needs and makes Recommendations for adequate financing.						
7.5 Recommends budgets within projected revenue that reflect the needs of students and represents the desires of the Board, community and staff.						
Other/Comments:						
8.0 Administration and Management						
8.1 Develops the planning and a process that will provide and maintain the necessary equipment, materials, facilities and grounds to assure a safe and effective environment for students and staff.						
8.2 Maintains operating procedures which reduce exposure to liable actions by citizens, staff and students.						
8.3 Adequately informs the Board of financial or management implications involved in collective bargaining/negotiations with District employees.						
8.4 Maintains an appropriate balance of management team involvement in the management and operation of the District as well as recommendations to the board of Education.						
Other/Comments:						
9.0 Staff Selection, Development and Evaluation						
9.1 Develops and executes sound personnel procedures and practices that recruit and assign the best available personnel in terms of their competencies for the job.						
9.2 Provides leadership for an effective program of staff evaluation.						
9.3 Advocates and practices effective evaluation of staff performance, recognizing and giving constructive suggestions for improvement of job performance.						
9.4 Promotes the professional development of staff and improvement of job performance.						

	1	2	3	4	5	Board Avg.
Other/Comments:						
10.0 Communication Skills						
10.1 Maintains an effective public and employee information system.						
10.2 Uses language effectively in working with staff members, the Board and the public.						
10.3 Writes clearly and concisely.						
10.4 Creates opportunities for input.						
10.5 Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.						
Other/Comments:						
11.0 Personal Characteristics						
11.1 Possesses the health and energy necessary to meet the responsibilities of his/her position.						
11.2 Maintains poise and emotional stability in the full range of his/her professional activities.						
11.3 Is customarily suitably attired and well groomed.						
11.4 Ideas are sensible. People listen carefully to what he/she says, whether or not they agree with him/her.						
11.5 Expresses his/her ideas in a logical and forthright manner.						
11.6 "Thinks on his/her feet" when faced with an unexpected or disturbing turn of events in a large group meeting.						
11.7 When the Board adopts a course of action or policy other than that recommended by the Superintendent, he/she implements the Board's decision in good faith and exerts every reasonable effort to have it succeed to the advantage of the pupils.						
11.8 Represents the Board well in conversations with private citizens who may object to certain Board policies or decisions.						

	1	2	3	4	5	Board Avg.
11.9 Keeps abreast of the latest developments in the Field of education through participation or Attendance at meetings of key professional organizations.						
Other/Comments:						
12.0 Effort Toward Improvement						
Other/Comments:						
Overall Rating						
Areas of Strength:						

Achievements:

Areas in Need of Improvement:

WOODLAND SCHOOL DISTRICT #404
BOARD OF DIRECTORS

Chairperson

Director

Director

Director

Director