

Rochester School District No. 401

Evaluation Report Superintendent

Check the most appropriate rating box on a scale of 1-5 (1 representing the lowest rating, 5 the highest) for each question. An "N/A" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided.

PERSONAL QUALITIES		1	2	3	4	5	N/A	AVG
1.	Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.							
2.	Devotes time and energy effectively to the job.							
3.	Demonstrates ability to work well with individuals and groups.							
4.	Exercises good judgment and democratic processes in arriving at decisions.							
5.	Maintains poise and emotional stability in the full range of professional activities.							
6.	Uses language effectively in dealing with staff members, the board, and the public.							
7.	Thinks quickly and with good judgment/reasoning when faced with an unexpected or disturbing turn of events.							
8.	Maintains professional development by participating in activities such as reading, coursework, conference attendance, working on professional committees, visiting other districts, and meeting with other superintendents.							
Comments:								

RELATIONSHIPS WITH THE BOARD		1	2	3	4	5	N/A	AVG
1.	Keeps the board informed on issues, needs, and operation of the school district.							
2.	Offers professional advice to the board on matters requiring board action, with recommendations based on appropriate study and analysis.							
3.	Interprets and executes the intent of board policy.							
4.	Seeks and accepts constructive criticism.							
5.	Supports board policy and actions to the public and staff.							
6.	Has a harmonious working relationship with the board.							
7.	Understands role in administration of board personnel policy, makes recommendations for							

	employment or promotion of personnel in writing and with appropriate supporting data.							
8.	Accepts responsibility for maintaining liaison between the board and personnel, working toward a high degree of understanding and respect between the board and staff.							
9.	Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between the superintendent and board members in an earnest effort to resolve such differences immediately.							
10.	Bases 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 the superintendent supports the decision of the board, as long as he/she remains an employee.							
Comments:								

COMMUNITY RELATIONSHIPS		1	2	3	4	5	N/A	AVG
1.	Gains respect and support of the community on the conduct of operation of the schools.							
2.	Works effectively with public and private agencies.							
3.	Keeps public aware of school activities and events.							
4.	Achieves status as a community leader in public education.							
5.	Involves the community in planning and problem solving for the schools.							
6.	Articulates educational programs and needs to the community.							
7.	Is visible to students, parents and staff in the schools.							
Comments:								

STAFF AND PERSONNEL RELATIONSHIPS		1	2	3	4	5	N/A	AVG
1.	Develops and executes sound personnel procedures and practices.							
2.	Develops good employee morale and loyalty to the district.							
3.	Treats personnel fairly, without favoritism or discrimination, while insisting on performance of duties.							
4.	Delegates authority to administrative personnel appropriate to the position each holds.							
5.	Recruits and assigns the best available personnel in terms of their competencies.							
6.	Encourages participation of appropriate employees and groups in planning new programs and policy interpretation/development.							
7.	Evaluates performance of appropriate administrative personnel, giving commendation for good work as well as requirements for improvement.							
8.	Inspires others to high professional standards.							
9.	Assists schools in evaluating their current operations.							
10.	Provides a climate for on-going professional development.							
11.	Negotiates and acts as a liaison between bargaining units and acts as a liaison between them and the board.							
12.	Supports and guides personnel in meeting the district's expectations of them.							
Comments:								

EDUCATIONAL LEADERSHIP		1	2	3	4	5	N/A	AVG
1.	Understands and keeps informed regarding significant aspects of the instructional program, including assessment and curriculum.							
2.	Provides oversight and direction to district's vision and improvement plans/goals.							
3.	Participates with staff, board, and community in analyzing and evaluating instructional improvements.							
4.	Organizes a planned program of staff evaluation and improvement.							
Comments:								

BUSINESS AND FINANCE		1	2	3	4	5	N/A	AVG
1.	Keeps informed on the needs of the school program – facilities, equipment, and supplies.							
2.	Provides financial operation oversight, insisting on competent and effective performance.							
3.	Determines that funds are spent wisely and adequate control and accounting are maintained.							
4.	Evaluates financial needs and makes recommendations for adequate, prudent budgets.							
5.	Oversees and implements programs for the health and safety of students.							
6.	Recommends a budget that is fiscally sound and reflects the district’s educational priorities.							
7.	Keeps the board informed as to the status of the operating accounts of the budget.							
Comments:								

INFRASTRUCTURE		1	2	3	4	5	N/A	AVG
1.	Keeps informed on the needs of the school program, physical plant, facilities, equipment and supplies.							
2.	Prepares long/short-range plans for facilities and sites.							
3.	Oversees and implements policies for safe school facilities.							
4.	Monitors student transportation system.							
Comments:								

OVERALL COMMENTS:

Signature of Superintendent

Date

Signature of Board President

Date