

# Superintendent Evaluation

## Sylvan Union School District

The following evaluation tool and the Administrative Performance Review (solicited anonymously from the Leadership Team) form the basis of the superintendent's annual evaluation. Board members individually complete the evaluation and submit it to the Board President on or before the date specified by him/her. After the Board President or designee compiles the results, the Board discusses the evaluation in closed session. A Board subcommittee (composed of the Board President and Vice President) then discusses the results with the superintendent. A copy of the evaluation (including the Administrative Performance Review) is placed in the superintendent's personnel file.

There are 5 domains formulating the overall structure of the evaluation tool:

- I. Relationship with the Board of Trustees
- II. Goal Setting and Implementation
- III. Leadership and Assessment
- IV. Communication and Community Relations
- V. Professionalism

The above domains are further described by performance standards which are rated as a part of the evaluation of the superintendent. The rating scale is described as:

Little/No Progress.....	Value of 1
Below Expected Progress.....	Value of 2
Expected Progress.....	Value of 3
Exceeded Expected Progress.....	Value of 4
Outstanding Progress.....	Value of 5

The superintendent's contract states that an automatic extension will be granted upon receiving a "satisfactory" evaluation. A score of 3.0 or higher constitutes a satisfactory evaluation. The Administrative Performance Review does not impact the score of the evaluation.

**Superintendent's Name:** \_\_\_\_\_

**Evaluator's Name:** \_\_\_\_\_

**Academic/Fiscal Year:** \_\_\_\_\_

## Domain I: Relationship with the Board of Trustees

Performance Standard	Little/No Progress	Below Expected Progress	Expected Progress	Exceeded Expected Progress	Outstanding Progress	Average Score
R-1 The superintendent keeps the Board of Trustees informed about issues within the District in a timely manner.						
R-2 The superintendent provides recommendations to the Board of Trustees on items requiring action.						
R-3 The superintendent maintains updated Board policies and administrative regulations.						
R-4 The superintendent implements Board policy.						
R-5 The superintendent maintains harmonious working relationships with the Board as a whole.						
R-6 The superintendent develops procedures for working with the Board that define mutual expectations, working relationships and strategies for formulating District policies.						
R-7 The superintendent <u>accepts</u> constructive criticism when warranted.						
R-8 The superintendent <u>gives</u> constructive criticism when warranted.						
Domain I Average Score:						

### Comments

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## Domain II: Goal Setting and Implementation

Performance Standard	Little/No Progress	Below Expected Progress	Expected Progress	Exceeded Expected Progress	Outstanding Progress	Average Score
G-1 The superintendent effectively employs various processes for gathering, analyzing, and using data for goal setting.						
G-2 The superintendent organizes the collaborative development of District goals.						
G-3 District Goal 1*						
G-4 District Goal 2						
G-5 Board Goal 1**						
G-6 Board Goal 2						
Domain II Average Score:						

**\*District Goals** are set by the Superintendent together with the Executive Team; updates are provided to the Board three times per year. At the Board's spring retreat, two of these goals will be selected by the Board for this evaluation.

**\*\*Board Goals** are set by the Board, together with the Superintendent, at the spring retreat. At the retreat, two of these goals will be selected by the Board for this evaluation.

**NOTE:** All goals selected for this evaluation need to be SMART goals, i.e. specific, measurable, attainable, results-oriented and timely.

Comments

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### Domain III: Leadership and Assessment

Performance Standard	Little/No Progress	Below Expected Progress	Expected Progress	Exceeded Expected Progress	Outstanding Progress	Average Score
L-1 The superintendent identifies and addresses problems in a timely and effective manner.						
L-2 The superintendent effectively oversees the continued academic improvement of students based on data from state and district assessments.						
L-3 The superintendent effectively oversees the selection, induction, support, evaluation and retention of quality instructional and support personnel.						
L-4 The superintendent effectively oversees the planning, implementation and support of instructional practices (e.g. Marzano, PLC, etc.) that enhance student achievement of the Common Core State Standards.						
L-5 The superintendent effectively oversees the development and management of the District budget.						
L-6 The superintendent effectively oversees the management of special education encroachment, space allocation, parent relations and leadership development.						
L-7 The superintendent actively supports a safe and positive environment for students and staff.						
Domain III Average Score:						

#### Comments

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Domain IV: Communication and Community Relations

Performance Standard	Little/No Progress	Below Expected Progress	Expected Progress	Exceeded Expected Progress	Outstanding Progress	Average Score
C-1 The superintendent promotes a collaborative process for the development of the LCAP which includes input from staff, parents, students and community members.						
C-2 The superintendent establishes and maintains effective channels of communication with the community.						
C-3 The superintendent effectively establishes and maintains partnerships with public and private agencies to enhance the District's ability to serve all students.						
C-4 The superintendent is visible and accessible to the community, parents and staff.						
				Domain IV Average Score:		

Comments

Domain V: Professionalism

Performance Standard	Little/No Progress	Below Expected Progress	Expected Progress	Exceeded Expected Progress	Outstanding Progress	Average Score
P-1 The superintendent models professional, moral and ethical standards as well as personal integrity in all interactions.						
P-2 The superintendent establishes and supports a District culture that encourages collaboration and team work.						
P-3 The superintendent takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.						
P-4 The superintendent provides service to the profession, District and the community.						
P-5 The superintendent maintains effective working relationships with District administrators and staff.						
				Domain V Average Score:		

Comments

## Evaluation Summary

Overall Evaluation Score: \_\_\_\_\_

**Strengths:**

**Areas for Improvement:**

Signatures:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SUPERINTENDENT'S SIGNATURE ACKNOWLEDGES RECEIPT OF THIS FORM.

WRITTEN COMMENTS MAY BE ATTACHED.

COMMENTS ATTACHED: \_\_\_\_ YES \_\_\_\_ NO