

## Evaluation by the School Board

	Superintendent	
Employee	Position	Date

<b>Rating</b>	<b><u>1. Personal Qualities</u></b>
	Presents a positive attitude.
	Communicates & works cooperatively with other staff members & public.
	Is neat in appearance & dresses appropriately.
	Maintains confidentiality.
	Functions in a positive attitude in stressful situations.

<b>Rating</b>	<b><u>2. General Duties</u></b>
	Acts as the chief executive officer of the District School Board.
	Is responsible for the school system, and its efficient operation in all its divisions.
	Attends all meetings of the Board except when excused by the Board of Directors.
	Prepares an agenda for each regular meeting of the Board.
	Assists the Board in its formulation of district policies, plans and programs.
	Keeps the Board informed as to how its policies are being carried out, the effectiveness of such policies, and the conditions and efficiency of the school system.
	Maintains a competent system of financial accounts, business, and property records.
	Reports at each Board meeting such matters as are pertinent to the business at hand.
	In addition to weekly reports, supplies the Board with such information and such reports as may be needed in order that the Board may check up on the work of the administrator.
	Maintains a continuous study of the problems confronting the schools, and keeps the Board informed on the results of these studies.
	Reports to the Board on the administrative policies and plans for directing the management of matters over which the Board has granted large discretionary power, including especially the essential features of personnel management and the control of internal policies.

**Evaluation by the School Board**

	Superintendent	
Employee	Position	Date

	Insures that all constitutional or statutory laws and all State Board of Education regulations governing the schools, including provisions affecting compulsory attendance, elections, bonding, auditing, and all requirements for school reports are effectively carried out, and that the rules and regulations of the Board are enforced.
	With the consent of the Board, forms advisory councils or committees of staff members and the lay public, to assist in formulating plans and policies for carrying on work within the district.
	Develops the annual budget for its adoption by the Board.
	Directs the administration of the budget as enacted by the Board; acting at all times in accordance with legal requirements, and the adopted policies, schedules, and procedures.
	Approve or delegate the authority to approve all requisitions for purchase.
	Exercise general supervision over all employees of the school district with the right to nominate, assign, alter the assignment, transfer, and to recommend for promotion or dismissal the employees of the Board. The superintendent has the power to suspend any employees for cause, and shall immediately report such suspension to the Board.
	Make regular inspections of the building in order to plan for the repairs and alterations needed and to keep the building in good repair and a safe condition.
	Represents the district before the public and maintains, both within and outside the district, such a program of publicity and public contacts as may serve to improve understanding and morale within the district, and keep the public informed as to the activities, needs, and success of the district.
	In conjunction with the bus contractor, determines the needs for transportation facilities and the establishment of transportation routes; and exercise general supervision over the transportation system in order that the safety and welfare of the students is properly safeguarded.
	Insures that the transportation system provides the types of services that will maintain good relations with the public and that the behavior of the students on the buses conforms to reasonable standards.
	Other duties as delegated.

## Evaluation by the School Board

	Superintendent	
Employee	Position	Date

<b>Rating</b>	<b><u>3. Relationship with Staff &amp; Community</u></b>
	Develops and executes sound personnel procedures and practices.
	Develops good staff morale and loyalty to the district.
	Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
	Recruits and assigns the best available personnel.
	Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvements.
	Gains respect and support of the community and support groups.
	Solicits and gives attention to problems and opinions of all groups and individuals.
	Participates actively in community life and events.
	Achieves status as a community leader in public education.

<b>Rating</b>	<b><u>4. Personal Leadership</u></b>
	Devotes time and energy to the job.
	Earns respect and standing among professional colleagues.
	Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
	Is well organized, gives attention to detail.
	Is objective in considering new points of view.
	Adjusts rapidly to changes in plans or procedures.
	Is flexible in approach to problems.
	Exercises good judgment in arriving at decisions.

**Evaluation by the School Board**

	Superintendent	
Employee	Position	Date

<b>Rating</b>	<b><u>5. Timeliness</u></b>
	Meets deadlines.
	Works scheduled hours.

**Board's Recommendation for:**

Continued Employment

Plan of Assistance

Termination

Comments:

\_\_\_\_\_ Date

Board Chair's Signature

I have read this appraisal of my performance and discussed it with the School Board.

\_\_\_\_\_ Date

Superintendent's Signature

Statement by employee attached.  Yes  No