

## **Georgia Superintendent Evaluation Instrument – 2021-2022**

### **Task 1: Performs as educational leader of the schools. Strategic Goal Area #1, #2, #3, & #4**

#### **1.1 Supervises and evaluates assistants.**

- Completed evaluations and collected appropriate documentation
  - ❖ Conducts all staff evaluations including pre-evaluation, mid-year, and end of the year conferences for each school year
  - ❖ Provides oversight of TKES and LKES evaluation system, including Professional Development Plans and Professional Growth Plans as documented in state platform
  - ❖ Addresses concerns and/or performance issues with individual employees as needed, assigns PDPs and/or PGPs when appropriate

#### **1.2 Oversees planning and evaluation of curriculum and instruction.**

- Active supervision of the instructional process
  - ❖ Conducts weekly Tribe Check meetings with program directors for oversight of strategic goals and progress monitoring
  - ❖ Monitors a data-driven decision-making model for student placement in academic programs
  - ❖ Guides Curriculum Department with initiatives to address academic deficiencies

#### **1.3 Prepares long and short term goals for the system, including student achievement.**

- Lumpkin County Schools Strategic Planning
  - ❖ Oversees and monitors System Strategic Plan with quarterly Strategic Goal Area updates and amendments to Action Steps
  - ❖ Uses Balanced Scorecard to publicly measure goals
  - ❖ Works with principals to develop short term school improvement plans at each school which align with the system strategic plan
  - ❖ Guides system efforts to prepare and implement critical procedural and academic changes to meet ongoing educational challenges

#### **1.4 Communicates vision/mission to school personnel.**

- Ongoing presentations and meetings
  - ❖ Conducts system-level update meetings to keep all employees informed with district progress and engaged in a one TR1BE mindset
  - ❖ Attends meetings with classified staff throughout the year
  - ❖ Communicates board meeting summaries each month to create awareness and communicate strategic efforts
  - ❖ Conducts leadership meetings to ensure a common focus
  - ❖ Remains accessible and approachable to all staff

### **1.5 Participates in professional activities to enhance knowledge and skills.**

- Attendance at Pioneer RESA, GAEL, GSSA, GSBA, AASA, Mountain Ed, and other professional activities
  - ❖ Attends professional organization meetings and conferences
  - ❖ Represents Lumpkin County Schools with presentations at local Chamber events, Rotary Club meetings, state conferences, and national conferences
  - ❖ Serves as President for the Georgia School Superintendents Association
  - ❖ Serves as Chair of the Pioneer RESA Board of Control
  - ❖ Serves as Chair of the Cooperative Purchasing Board of Control
  - ❖ Serves as the Secretary of the Lumpkin County Board of Health
  - ❖ Serves on the GADOE 21<sup>st</sup> Century Education Task Force
  - ❖ Serves on Governor Kemp's Superintendent's Roundtable
  - ❖ Serves on GSBA Strategic Planning Team

## **Task 2: Serves as chief executive officer of the school board. Strategic Goal Area #2 & #4**

### **2.1 Implements policies of the school board.**

- Student handbooks and Eboard
  - ❖ Reviews student handbooks and makes handbooks available on website
  - ❖ Updates Eboard and system policies as approved by the board
  - ❖ Completes periodic policy review to ensure system policies were up to date and aligned with the system charter contract
  - ❖ Brings suggested policy changes to the board for discussion and consideration of changes

### **2.2 Reports to the school board about the status of programs.**

- Board Communications
  - ❖ Coordinates updates from system departments for board meetings
  - ❖ Coordinates updates on current projects for board meetings
  - ❖ Coordinates student recognition for board meetings
  - ❖ Provides timely responses to board member requests for information
  - ❖ Communicates a weekly Friday Board Report to board members
  - ❖ Notifies board member of major issues via text or phone call
  - ❖ Informs board of items to be voted on in advance of board meetings so board members have ample time to ask questions and/or learn more about recommendations

### **2.3 Recommends actions and alternatives to the board.**

- Minutes of board meetings
  - ❖ Makes recommendations to the board after thorough evaluation and consideration of options. When possible, provides the board with options to consider when making decisions.
  - ❖ Includes board member participation on committees when appropriate
  - ❖ Utilizes committees and panels to make major school system decisions
  - ❖ Shares information needing board approval in advance of voting so board members have ample opportunity to consider options and ask questions
  - ❖ Provides board minutes for review each month

### **2.4 Acts as liaison between the school board and school personnel.**

### **2.5 Informs the board about rules and regulations of the Georgia Board of Education and state and federal laws.**

### **2.6 Informs the board about current trends and developments in education.**

- Friday Board Reports
  - ❖ Sends Friday Board Reports via email each week
  - ❖ Keeps board apprised of personnel issues and actions as appropriate
  - ❖ Provides an avenue for anonymous feedback for all employees to share concerns without fear of retaliation
  - ❖ Conducts staff surveys to determine underlying issues in the district
  - ❖ Communicates with the board via phone calls and/or text messages when immediate awareness is necessary
  - ❖ Keeps board informed of legislation and political actions which could impact our school system

## **Task 3: Oversees staff personnel management. Strategic Goal Area #3**

### **3.1 Ensures administration of personnel policies and programs.**

- Oversight of school and system level work
  - ❖ Communicates with school system employees and school leaders to ensure consistency of policy enforcement
  - ❖ Communicates clear and consistent expectations for all staff
  - ❖ Meets regularly with principals to ensure consistent enforcement of school system policies and addresses deficiencies when policy is not followed

### **3.2 Maintains up to date job descriptions for all personnel.**

- Job description records
  - ❖ Works with Human Resources Department to update and amend job descriptions and/or reassign duties as needed

### **3.3 Has a recruitment plan and organizes recruitment of personnel.**

- Vacancy postings, System attendance at job fairs
  - ❖ Posts all vacancies on web site and/or TeachGeorgia.org
  - ❖ Establishes processes for collaborative decision making when interviewing and hiring personnel
  - ❖ Guides and plans with Human Resources to participate in job fairs at various colleges across the state
  - ❖ Meets regularly with building principals to ensure each position is filled with the most qualified candidate

### **3.4 Recommends the assignment of personnel to schools and offices.**

- Minutes of board meetings
  - ❖ Ensures consistent processes are followed for job postings, interviews, evaluation of candidates, and reference checks on candidates
  - ❖ Works with principals to ensure each candidate recommended fits the holistic needs of the district
  - ❖ Communicates all personnel needs and vacancies with the board
  - ❖ Communicates personnel recommendations with the board after selected candidates have been identified

### **3.5 Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.**

- Annual evaluations – GTOI, GTDRI, GTEP Annual / TKES and LKES implemented for 2021-2022 school-year
  - ❖ Ensures that each staff member is being evaluated appropriately and that deficiencies in performance are addressed
  - ❖ Ensures that the TKES / LKES evaluation system is fully implemented
  - ❖ Communicates deficient evaluations, problems with employee performance, and all personnel concerns with the board
  - ❖ Works with building level principals to implement professional development plans as needed

### **3.6 Oversees the planning and evaluation of the staff development program to address weaknesses of employees in the system.**

- Annual professional learning survey
  - ❖ Works with Curriculum Department to ensure all staff professional learning needs are assessed and planned for appropriately
  - ❖ Ensures that the Title IIA survey is conducted annually
  - ❖ Establishes system plans to adequately prepare teachers to meet systemic needs
  - ❖ Participates in staff development with district employees

## **Task 4: Oversees facilities management. Strategic Goal Area #4**

### **4.1 Prepares long and short range plans for facilities and sites.**

- System 5-year facilities plan in place
  - ❖ Establishes and oversees the 5-Year Facilities Plan as approved by GADOE
  - ❖ Maximizes capital outlay funds to minimize local financial commitments
  - ❖ Works collaboratively with county commissioners, local politicians, leadership from UNG, and community leaders to develop a new LCES site
  - ❖ Coordinates community stakeholder meetings to identify needs and gain buy-in for capital projects
  - ❖ Coordinates opportunities for board updates regarding facilities planning and use of ESPLOST revenues

### **4.2 Maintains and implements policies for the use of school property.**

- Use of facilities agreements reviewed and approved when appropriate
  - ❖ Monitors and approves of outside persons or agencies requests to use school facilities and ensures facilities are supervised
  - ❖ Establishes partnerships with LC Parks and Recreation to share facilities

### **4.3 Ensures the maintenance of school property.**

- Evaluation of maintenance personnel
  - ❖ Conducts facility walks and inspects facility needs on a weekly basis
  - ❖ Communicates with staff to ensure facility needs are addressed and plans for future facility needs are identified
  - ❖ Works with maintenance staff to ensure preventive maintenance is a priority
  - ❖ Emphasizes the importance of cleanliness and upkeep of facilities

### **4.4 Monitors any construction, renovation, or demolition of school facilities.**

- Updates provided on projects – Friday Board Reports, Board meetings
  - ❖ Works with staff to coordinate and plan for construction of a new replacement Lumpkin County Elementary School
  - ❖ Works with staff to complete the construction of additional parking, a new playground, new furniture throughout the building, and creating a new paying field at Long Branch Elementary
  - ❖ Works with staff to install new playground and plan for HVAC renovations at Blackburn Elementary
  - ❖ Works with staff to coordinate and plan for a three-phase renovation and modification of LCHS
  - ❖ Works with staff to design and create a College & Career Academy
  - ❖ Creates opportunities for board input and involvement in capital projects
  - ❖ Provides monthly project updates to the board

#### **4.5 Oversees and implements policies for safe school facilities.**

- Emphasis on Safety, Safe Schools Training
  - ❖ Conducts System Leadership safety discussions
  - ❖ Provides safety updates at board meetings as needed
  - ❖ Communicates changes and updates associated with the pandemic
  - ❖ Implements GSBA Safe School Training for non-certified staff
  - ❖ Makes critical decisions to ensure staff and students remain safe while at school and while participating in school activities

### **Task 5: Oversees financial management. Strategic Goal Area #4**

#### **5.1 Reports to the school board on the financial condition of the school system.**

- Financial updates and reports at board meetings
  - ❖ Reviews school system finances at board meetings each month
  - ❖ Reviews school system ESPLOST status at board meetings each month
  - ❖ Guides school board through the process of establishing annual budgets and acquiring a Tax Anticipation Note
  - ❖ Conducts school board training on budget and finance

#### **5.2 Prepares the budget with proper input.**

- Annual budget presentations and community meetings
  - ❖ Develops annual budget with opportunities for board input
  - ❖ Creates and presents a balanced budget which allows the local board to accept rollback millage rates
  - ❖ Provides periodic updates regarding financial updates and needs

#### **5.3 Ensures that expenditures are within limits approved by the school board.**

- Financial updates and reports at board meetings
  - ❖ Reviews board finances each month
  - ❖ Notifies board of major purchases before recommending expenditures
  - ❖ Provides monthly tracking of annual budget status

#### **5.4 Monitors compliance with policies and laws.**

- Financial audits
  - ❖ Ensures that financial audits are completed each year
  - ❖ Follows all procurement laws for system purchases

## **Task 6: Directs community relations activities. Strategic Goal Area #2**

### **6.1 Involves the community in planning and problem-solving for the schools.**

- School governance teams, booster clubs, safety drills, specialized committees
  - ❖ Communicates with Local School Governance Teams in accordance with system Charter status
  - ❖ Presents to each LSGT with system updates
  - ❖ Requires LSGT approval on fund raisers, field trips, and charter budget expenditures
  - ❖ Reviews and shares LSGT meeting minutes with the board
  - ❖ Meets regularly with community groups to discuss school system progress and awareness

### **6.2 Articulates educational programs and needs to the community.**

- Periodic presentations to community organizations, school system webpage, social media, and telephone caller system
  - ❖ Participates with other community leaders on the Dahlenega-Lumpkin Leadership Economic Development Vision Planning Team
  - ❖ Presents and/or provided updates at community service clubs and leadership meetings
  - ❖ Coordinates school system efforts to host Rotary Clubs, Kiwanis Club, Real Estate Professionals, Dahlenega Newcomers, and Leadership Lumpkin events on our school campuses to create awareness and generate support for school system initiatives
  - ❖ Utilizes social media to share school system news and activities
  - ❖ Utilizes technology to communicate necessary updates and inclement weather plans

### **6.3 Maintains contact with the news media.**

- Emails, newspapers
  - ❖ Communicates with The Dahlenega Nugget as necessary
  - ❖ Oversees system press releases
  - ❖ Utilizes social media to enhance school image and communicate with community stakeholders

### **6.4 Participates in community affairs.**

- Attendance and participation at Community events/meetings
  - ❖ Coordinates with community leaders to host Lumpkin Matters events on school campuses
  - ❖ Attends multiple community events throughout the year
  - ❖ Serves as Secretary of the Board of Community Health
  - ❖ Serves on the UNG Education Advisory Committee
  - ❖ Serves on the UNG Advisory Council for the BB&T Center for Ethical Leadership

## **Task 7: Oversees pupil personnel services. Strategic Goal Area #1, #3 & #4**

### **7.1 Develops regulations to implement pupil personnel services.**

- Regulations, procedures, and/or administrative guidance when appropriate
  - ❖ Assists principals, school personnel, and central staff to appropriately handle various issues during the year
  - ❖ Communicates with school system attorney to address legal issues

### **7.2 Monitors pupil personnel services.**

- Class size information, teaching schedules, extra-curricular activities
  - ❖ Works with principals to project student numbers, determine personnel allotments necessary, and to monitor class sizes
  - ❖ Works with system and school staff to ensure instructional delivery models meet the needs of students

### **7.3 Monitors the pupil record system.**

- Student records, FTE reports, non-resident student lists
  - ❖ Ensures that all reports and data were submitted via GADOE portal as required
  - ❖ Ensures that all data required for the Office of Civil Rights is accurate and
  - ❖ Worked with school system attorney to protect student rights as they relate to FERPA and open records requests

### **7.4 Implements programs relating to behavior and discipline of pupils.**

- Student discipline records
  - ❖ Discusses discipline issues with principals as situations necessitated
  - ❖ Coordinates processes and procedures for student placements in an alternative or nontraditional setting
  - ❖ Adjusts school discipline procedures to meet changes in student behaviors

### **7.5 Maintains programs for health and safety of pupils.**

- School safety plans, documented emergency drills
  - ❖ Ensures that all emergency drills were conducted, safety walk-throughs completed regularly by SROs, safety plans in place at all schools
  - ❖ Implements measures to ensure staff and student safety during the pandemic

### **7.6 Monitors the pupil transportation system.**

- Bus routes, documentation of issues and complaints
  - ❖ Monitors road conditions to ensure safe transportation of all students in the school system