**Superintendent Performance Appraisal**

The Superintendent and each B-H school board member shall complete the Appraisal independently of each other. Responses are due on a date as determined by the Board President and are to be enclosed in the stamped self-addressed envelope provided. Please provide comments as needed. A report to the full board, provided by the Board President, shall include specifics regarding current and future performance with expectations or adjustments required of the Superintendent.

Place an “**X**” in the appropriate box. Each question is rated on a scale of **1 to 4**; with **1 = Superior**, **2 = very effective**, **3 = adequate but could improve**, **4 = unacceptable/needing substantial improvement**, **and check “?” column if unknown or having inadequate information.**

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| **1** | **2** | **3** | **4** |  **?** |

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1. **Board Operations and Relationships…**
2. Provides ample information to the Board for the development of policies and procedures, accommodating new or proposed regulations; implementing and supporting the Board decisions.
3. Effectively communicates with the Board, on both an oral and written basis; following up on board members questions and concerns – with a “confidence of the Board” position firmly in place.
4. Prepares adequate information for employee negotiation activities, communicating to the Board future actions and recommendations.
5. Makes recommendations to the Board concerning personnel, curriculum, technology, building/grounds, transportation, extracurricular programs and other contractual requirements.
6. Provides written/oral annual report to the Board, (due before the regularly scheduled July board meeting) outlining the status of current operations and future improvements planned, with regards to at least the specifics detailed in “D” above.

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1. **Finances…**The Superintendent

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1. Presents the Board an annual budget that is in compliance with public laws and Board established standards.
2. Provides the Board with timely revenue/expense reports, ensuring the District operates within established financial parameters.
3. Educates the Board on the Districts tax levy and any other financial and contractual matters that may affect the District.

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1. **Personnel and Leadership…**The Superintendent
2. Provides leadership for the District, effectively creating and describing the District’s visions and commitment toward excellence and success expectations.
3. Plans and implements personnel/performance appraisals and maintains current and accurate job descriptions.
4. Effectively recruits personnel and oversees the planning of staff development activities.
5. **Community and Public…**The Superintendent

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1. Represents the district with involvement in appropriate business firms, professional organizations, government agencies and other schools.
2. Articulates school programs and needs to the public and ensures that all public inquiries are handled promptly, courteously and fairly.
3. Maintains effective contact with the news media.

Board or Superintendent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due to the Board President no later than **February 1st.**