

**YALE PUBLIC SCHOOLS
SUPERINTENDENT EVALUATION**

The Superintendent's performance of responsibilities should be rated using the identified rating scale based on the approved job description for the position of superintendent. Any area rated 2 or lower should be explained in the space for comments under that area. Should the Board feel the Superintendent has performed at a level above the satisfactory level they may comment in the space under that area. A summary evaluative statement regarding the Superintendent's overall performance may be made in the space provided.

Rating Scale: 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

PERFORMANCE RESPONSIBILITIES

Performance
Rating

_____ 1. The superintendent is vested with the power to establish and direct the administrative staff necessary for the operation of the school district. This authority to be carried out within the policies established by the board.

Comments: _____

_____ 2. Formulate and present for board action policies, plans, programs and proposals for curriculum revision, together with full information pertaining thereto.

Comments: _____

_____ 3. Keep the board fully and regularly informed as to the effectiveness of operation of existing policies.

Comments: _____

_____ 4. Make recommendation for the employment, promotion, transfer, dismissal or retirement of any school employee.

Comments: _____

_____ 5. Prepare and transmit annual budget for board's consideration and action.

Comments: _____

SUPERINTENDENT EVALUATION (Cont.)

_____ 6. Administer the budget as approved by the board.

Comments: _____

_____ 7. Assume direct operational responsibility for all duties and responsibilities.

Comments: _____

_____ 8. In situations which arise within the school where the board has provided no guidelines for administrative action, the superintendent will have the power to act but the decision will be subject to review by the board at its next regular meeting. It will be his duty to inform the board of such action and recommend policy needed.

Comments: _____

_____ 9. Keep or cause to be kept, accurate and up-to-date records and reports as required by law, to the State Department, Federal Government, or the Board of Education.

Comments: _____

_____ 10. Carry out all duties not covered herein considered to be an administrative function of the school and any special duties requested by the board of education.

Comments: _____

Summary evaluative comments and/or recommendations on the Superintendent's overall performance:

Composite Rating _____

Comments: _____

President of Board

Clerk of Board

Superintendent

Vice-President

Member

Member