

Menno School District	NEPN Code: AFB-E (CBG-E)
Policy Manual	

**EVALUATION OF THE SUPERINTENDENT
EVALUATION INSTRUMENT**

Evaluation of _____

Date _____

The school board, in its policies, will address the following:

1. The purpose of the evaluations;
2. The frequency of the evaluations;
3. The procedure to be used in making the evaluations;
4. The areas subject to evaluations; and
5. The use of the results of the evaluations.

KEY:

ES – Exceeds Standards	Exceeds standards of performance.
S – Standard	Successfully meets standards.
NI – Needs Improvement	Demonstrates an attempt to accomplish the standard, but needs additional experience or help to improve.
U – Unsatisfactory	Unacceptable performance. Not meeting standards.

MANAGEMENT TECHNIQUES

Manages and directs education and business operations with efficiency and competency.

	Expectations			
	ES	S	NI	U
Administers board policy.				
Assumes leadership in the implementation of the district's goals and philosophy of education.				
Takes an active role in development of salary for all personnel.				
Inspires others to highest professional standards.				
Organizes a planned program of staff evaluation and development.				
Supervises operations, insisting on competent and efficient performance.				
Determine that funds are spent wisely and that adequate control and accounting procedures are maintained.				
Evaluates financial status and makes recommendations for necessary funding.				
Plans and reports on the present and future needs of the total school program.				
Keeps informed about the instructional program.				

Comments: _____

Recommendations with timeline for improvement: _____

STAFF RELATIONS

Develops and maintains strong, effective and positive relationships with total staff.

	Expectations			
	ES	S	NI	U
Participates with staff, board and community in studying and developing the curriculum improvement process, implementation and evaluation.				
Provides procedures in curriculum work that utilizes the abilities and talents of the professional staff and lay people of the community.				
Meets and confers with staff to promote understanding of the interest and will of the board.				
Develops and executes sound personnel procedures and practices.				
Insists on performance of duties and treats all personnel without favoritism or discrimination.				
Delegates authority to staff members appropriate to the position each holds.				
Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation and recommendations.				
Evaluates or provides for procedure to evaluate the performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.				

Comments: _____

Recommendations with timeline for improvement: _____

BOARD RELATIONSHIPS

Establishes a positive, effective working relationship with the school board.

	Expectations			
	ES	S	NI	U
Keeps the board informed on issues, needs and operation of the school system.				
Offers professional advice to the board on items requiring board action, making recommendations based on thorough analysis. Uses legal counsel when appropriate.				
Bases any position upon principle and philosophy. Makes every effort to convey those beliefs to the board. If the board's position is otherwise, the Superintendent supports the board's position.				
Makes recommendations for employment, promotion and/or dismissal of personnel, and accepts responsibility for the recommendations. If the recommendation is not accepted by the board, the Superintendent willingly seeks another qualified person to recommend.				
Goes directly to the board when an honest, objective difference of opinion exists between the superintendent and any or all members of the board, in an earnest effort to resolve such difference.				

Comments: _____

Recommendations with timeline for improvement: _____

COMMUNITY/PUBLIC RELATIONS

Builds and demonstrates effective leadership and participation in community/public relations to promote and enhance the school image.

	Expectations			
	ES	S	NI	U
Supports board policy and actions.				
Earns respect and support of the community in the management of school operations.				
Solicits opinions from divergent groups and individuals and responds respectfully to identified problems.				
Develops and maintains cooperative relationships with the news media.				
Participates in community life and activities.				
Establishes credibility as a community leader in public education.				
Works cooperatively with public and private agencies.				

Comments: _____

Recommendations with timeline for improvement: _____

PERSONAL QUALITIES

Presents a positive leadership model.

	Expectations			
	ES	S	NI	U
Defends principle and conviction in the face of pressure and influence.				
Seeks and accepts constructive criticism.				
Demonstrates the ability to work well with individuals and groups.				
Serves as a model for wellness in appearance, personal habits and behavior.				
Speaks and writes effectively.				
Maintains composure when faced with an unexpected or disturbing turn of events.				
Enjoys an appropriate sense of humor.				

Comments: _____

Recommendations with timeline for improvement: _____

PROFESSIONAL GROWTH, LEADERSHIP AND CONDUCT

Improves professional skills and knowledge, and models ethical conduct.

	Expectations			
	ES	S	NI	U
Continues professional development through reading, coursework, conference attendance, work on professional committees and interaction with educators from other districts.				
Develops, uses and evaluates effective approaches to improve job performance.				
Behaves in a manner expected of the community's educational leader.				
Adheres to the Professional Administrators Practices and Standards Commission Code of Ethics, as stated in the Administrative Rules of South Dakota.				

Comments: _____

Recommendations with timeline for improvement: _____

EMPLOYMENT RECOMMENDATION

- Recommended for continued employment.
- Recommended for continued employment with qualifications.
- Not recommended for continued employment.

Comments: _____

Signature does not indicate agreement with the evaluation, but does verify knowledge of the report.

Signed _____ Date _____
School Board Chair

Signed _____ Date _____
District Administrator

Legal References:

Adopted: 10-13-08

Reviewed: 07-10-23