



Policy 3.2.2FR

EVALUATION OF SUPERINTENDENT

Effective: 7/1/2012

EVALUATION PERIOD

Beginning _____ Ending _____

The purpose of this evaluation is to give you, the elected officials of the Russellville School District, an opportunity to evaluate the administrative head of the school system. This will enable him/her to become more aware of what his/her designated responsibilities are, and how you as a board member feel he/she is carrying them out.

PERFORMANCE SCALE:

- 1 Excellent Performance
- 2 Effective Performance
- 3 Marginal Performance - Needs Improvement
- 4 Unacceptable Performance

A. RELATIONSHIP WITH THE BOARD (____)

- 1. Keeps the board informed on issues, needs, and operation of the school system.
- 2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on study and analysis.
- 3. Interprets and executes the intent of board policy.
- 4. Seeks and accepts constructive criticism of his/her work.
- 5. Supports board policy and actions to the public staff.
- 6. Board Goal

B. BUSINESS AND FINANCE (____)

1. Keeps informed on needs of the school program - plant, facilities, equipment, supplies, etc.
2. Supervises operations, insisting on competent and efficient performance.
3. Evaluates financial needs and makes recommendations for adequate financing.
4. Determines that funds are spent wisely, with adequate control and accounting.
5. Board Goal

C. PERSONNEL RELATIONSHIPS (____)

1. Develops and executes sound personnel procedures and practices.
2. Develops good staff morale and loyalty to the organization.
3. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.
4. Delegates authority and responsibility to staff members appropriate to position each holds.
5. Recruits and assigns the best available personnel.
6. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.
7. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

8. Board Goal

D. EDUCATIONAL LEADERSHIP (____)

1. Understands and keeps informed regarding all aspects of instructional program.
2. Maintains a sound philosophy of educational needs of all pupils.
3. Participates with board, staff, and community in studying and developing curriculum improvement.
4. Organizes a planned program of curriculum evaluation and improvement.
5. Provides democratic procedures in curriculum work, utilizing the abilities and talents of teachers, specialists, principals and central staff.
6. Delegates authority and supports the people with whom he/she works.
7. Is interested in professional organization for school board, administration and teachers.
8. Board Goal

E. COMMUNITY RELATIONSHIPS (____)

1. Gains respect and support of the community on the conduct of school operation.
2. Solicits and gives attention to problems and opinions of all groups and individuals.

3. Develops friendly and cooperative relationships with news media.
4. Participates actively in community life and affairs.
5. Achieves status as a community leader in public education.
6. Works effectively with public and private groups.
7. Board Goal

F. PERSONAL QUALITIES (____)

1. Defends principles and convictions in the face of pressure and partisan influence.
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
3. Earns respect and standing among his/her professional colleagues.
4. Devotes his time and energy to his/her job.
5. Exercises good judgment in arriving at decisions.
6. Board Goal

I have reviewed this evaluation, conferred with the evaluators, and received a signed copy for my personal use.

_____ No Comment

_____ Comment Attached

Superintendent's Signature _____

Date _____

Signatures of Board of Education:

President _____

Vice-President _____

Secretary _____

Board Member _____

Board Member _____

Board Member _____

Board Member _____