

EVALUATION OF THE SUPERINTENDENT

The SAU Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the Board for this purpose. The Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community; and
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
4. Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

See Superintendent Evaluation Form

Rating Instructions: Please assess the Superintendent’s performance by rating each item. The ratings are as follows: **1 = Poor 2 = Adequate 3 = Good 4 = Excellent N/O = Not Observed**

On items that the Board Member may not have sufficient information to make an evaluation, please mark as N/O (Not Observed).

A. Relationship with the Board

1. Informs the Board on issues, needs and operation of the school system.	1	2	3	4	N/O
2. Advises the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.	1	2	3	4	N/O
3. Schedules and participates in a sequential review and update of policies as well as recommendations for changes whenever required.	1	2	3	4	N/O
4. Executes Board policies.	1	2	3	4	N/O

DATE:

Adopted: October 12, 2010

Reviewed: October 6, 2011

Revised: November 3, 2011 and 11-20-17 and 2-19-18

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Franklin Board Policy

Section: C

Code: CBI - R

Title: Evaluation of the Superintendent

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Page: 2 of 4

- 5. Publically supports Board policies and Board actions. 1 2 3 4 N/O
- 6. Makes recommendations for employment or promotion of personnel in writing with supporting data and accepts responsibility for his/her recommendations. 1 2 3 4 N/O
- 7. Supports decisions of the Board. 1 2 3 4 N/O
- 8. Works to achieve specific Board goals and objectives. 1 2 3 4 N/O

B. Community Relationships

- 1. Presents a positive image of the Superintendent as an educational leader. 1 2 3 4 N/O
- 2. Maintains a receptive attitude toward individuals or groups expressing opinions and/or recommendations regarding the operation of the Board. 1 2 3 4 N/O
- 3. Provides school/district information to public through multiple sources. Eg: websites, Alert Now, newspapers, etc. 1 2 3 4 N/O
- 4. Attends meetings and maintains positive relations with state and other agencies that serve the school. 1 2 3 4 N/O

C. Staff and Personnel Relationships

- 1. Executes sound personnel procedures and practices as directed by district policies and/or state or federal law. 1 2 3 4 N/O
- 2. Exercises supervision of all personnel without favoritism or discrimination. 1 2 3 4 N/O
- 3. Delegate’s authority to staff members appropriate to the position each holds. 1 2 3 4 N/O
- 4. Encourages a high level of professionalism. 1 2 3 4 N/O
- 5. Conducts regular meetings of the administrative staff. 1 2 3 4 N/O
- 6. Provides for targeted staff development through in-service activities. 1 2 3 4 N/O
- 7. Encourages a high level of staff morale. 1 2 3 4 N/O

D. Education Leadership

- 1. Demonstrates knowledge of instructional programs. 1 2 3 4 N/O
- 2. Keeps informed on needs of the school program, plan, facilities, equipment, and supplies. 1 2 3 4 N/O

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Page: 3 of 4

3. Maintains responsible control of the expenditure process in accordance with state law.	1	2	3	4	N/O
4. Evaluates financial needs and makes recommendations for adequate funding.	1	2	3	4	N/O
5. Prepares annual budget recommendations based on district priorities and available resources.	1	2	3	4	N/O
6. Ensures sound practices in cost-effective purchasing of goods and services.	1	2	3	4	N/O

E. Personal Qualities

1. Maintains high standard in personal and professional matters.	1	2	3	4	N/O
2. Demonstrates ability to work well with individuals and groups.	1	2	3	4	N/O
3. Posses and maintains the health and energy necessary to meet the responsibilities of the position.	1	2	3	4	N/O
4. Maintains poise and emotional stability in the full range of professional activities.	1	2	3	4	N/O
5. Dresses suitably and is well groomed.	1	2	3	4	N/O
6. Communicates effectively and professionally with staff members, parents and community members.	1	2	3	4	N/O
7. Attends a variety of school-related activities.	1	2	3	4	N/O
8. Maintains professional development.	1	2	3	4	N/O

THIS EVALUATION IS A COMPLIATION OF THE BOARD MEMBERS' ASSESSMENTS OF THE JOB PERFORMANCE OF THE SUPERINTENDENT.

THE FRANKLIN BOARD RECOMMENDATIONS:

DATE:

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Page: 4 of 4

THE FRANKLIN BOARD: This evaluation has been reviewed with the Superintendent as of this date: _____.

Chairperson

Superintendent

Member

Reference Policy CBI

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