

Superintendent Evaluation Tool

Levels of Performance

- 1 Not Meeting Standards:** Minimum evidence of effective leadership practice
- 2 Progressing:** Leadership potential evident and growing
- 3 Proficient:** Local Impact; effectively maintained with consistent attention
- 4 Exemplary:** System Impact; highly sustainable and embedded with the culture of the District

Summary of Reports

Reports Provided to the Board	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Annual & Federal Audit Reports	1	2	3	4	
2. Employee/Staff Turnover (School and Department)	1	2	3	4	
3. Staff Evaluation Completion (School and Department)	1	2	3	4	
4. Professional Development Funding	1	2	3	4	
5. Routine Maintenance of Buildings & Grounds	1	2	3	4	
6. Go On Rates (School and District)	1	2	3	4	
7. Graduation Rates (School and District)	1	2	3	4	
8. CTE Certificates and Advanced Opportunities	1	2	3	4	
9. Annually Updated 12 Year Plan	1	2	3	4	
10. Building Capacities/Enrollment (District and School)	1	2	3	4	
11. Population Trends (Neighborhood & Commercial Development)	1	2	3	4	
12. Construction/Renovation Projects	1	2	3	4	
13. Annually Updated District Strategic/Improvement Plan	1	2	3	4	
14. District Key Financial Indicators	1	2	3	4	
15. Student Achievement Data (IRI, ISAT, SAT, ACT & District Goals by Grade, School, District, & State)	1	2	3	4	
Total Rating					

Board Relations

Reports	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Weekly Newsletter cataloguing Superintendent's duties and actions is received by the Board at least 80% of the time (except summer) throughout the school year.	1	2	3	4	
2. State of the District reports are presented at each Regular Board Meeting throughout the year.	1	2	3	4	
Board Business					
1. Allows the Board autonomy, without interference, for all Board related matters.	1	2	3	4	
Respect and Trust					
1. Respects all Board members, despite differences or disagreements.	1	2	3	4	
2. Engenders trust from Board members.	1	2	3	4	

Communication					
1. Communicates with the Board in a timely and effective manner.	1	2	3	4	
2. Transparency exists between district leadership and the Board.	1	2	3	4	
Executive Authority					
1. A chain of command is practiced wherein the Superintendent brings matters outside of regular operations to the Board for approval before going out to employees or the public.	1	2	3	4	
2. Policies are regularly and consistently updated and executed.	1	2	3	4	
Total Rating					
Community Relations					
Visibility	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Engaged in community as evidenced by frequent interactions and attendance in meetings with stakeholders and decision makers.	1	2	3	4	
2. Visible in district schools and attends school and district events.	1	2	3	4	
3. Superintendent is seen as an effective leader of the district.	1	2	3	4	
Media					
1. Bi-weekly positive stories posted on district social media, district website, Parent Newsletter, or local news.	1	2	3	4	
2. Quarterly op-ed articles offered to local paper, copies posted on district website and district social media pages.	1	2	3	4	
3. Demonstrates that responses to public comments, questions, or emails are timely and professional.	1	2	3	4	
Public Relations					
1. Ensures communications from the district are transparent with the public.	1	2	3	4	
2. Engenders trust with the community.	1	2	3	4	
3. Ensures that parents feel welcome in district schools and facilities.	1	2	3	4	
Stakeholders					
1. Ensures stakeholders are included in large decisions.	1	2	3	4	
2. Ensures stakeholders are included in district committees.	1	2	3	4	
3. Maintains positive relationships with local government entities.	1	2	3	4	
4. Maintains positive relationships with local community groups.	1	2	3	4	
5. Leadership team and department heads are regularly involved in community groups or with the media.	1	2	3	4	
6. Information is communicated with stakeholders in a timely, effective and consistent manner.	1	2	3	4	
Total Rating					
Fiscal Responsibility					
Key Indicators	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Key indicators of the district's financial health have been identified.	1	2	3	4	
2. Monthly report on key financial indicators were shared with the Board and goals met.	1	2	3	4	

Budget					
1. Actual expenditures met budgeted expenditures.	1	2	3	4	
2. Revenue streams were used appropriately and in alignment with the priorities of the district.	1	2	3	4	
Safety					
1. Ensures safety of the districts IT resources and financial controls.	1	2	3	4	
Levy and Bond Funds					
1. Provides Board with accurate information to appropriately set levy rate.	1	2	3	4	
2. Levy funds are used in alignment with the priorities of the district.	1	2	3	4	
Total Rating					
Personnel					
Communication	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Information is communicated to staff in a timely, effective and consistent manner.	1	2	3	4	
Climate					
1. The general overall morale or climate of the district is positive.	1	2	3	4	
2. Inspect and diagnose problem areas from the Employee/Staff Turnover report, execute an action plan to address problem areas and report to the Board.	1	2	3	4	
Accountability					
1. Inspect and diagnose problem areas from the Staff Evaluation Completion report, execute an action plan to address problem areas and report to the Board.	1	2	3	4	
Professional Development					
1. Ensures that all employees are provided with relevant professional development.	1	2	3	4	
2. A meaningful commitment to funding is dedicated to professional development for all employees.	1	2	3	4	
Total Rating					
Physical Facilities					
Maintenance	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Ensures that all district facilities grounds are well maintained.	1	2	3	4	
2. Ensures that district facilities are receiving routine maintenance that is necessary.	1	2	3	4	
Safety					
1. Ensures that students are safe in the facilities that are provided.	1	2	3	4	
2. Ensures continued effort to improve the safety of the district's facilities.	1	2	3	4	
3. Ensures parity in all facilities with regards to safety.	1	2	3	4	
New Construction					
1. Operational budget for facilities is adequate, including costs associated with new construction.	1	2	3	4	
2. Barring unforeseeable barriers, district projects are on schedule.	1	2	3	4	
Total Rating					

Student Achievement

Goals	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Test Scores (IRI, ISAT, SAT, ACT) met benchmarks or district goals.	1	2	3	4	
2. District Strategic goals were met/reasonable progress made.	1	2	3	4	
3. Graduation rates were realized.	1	2	3	4	
4. Non-traditional programs were measured and evaluated against traditional programs.	1	2	3	4	
Climate					
1. Ensures resources are advertised and made available to help parents know how to help their students.	1	2	3	4	
2. Ensures that students are genuinely cared for by their teachers.	1	2	3	4	
3. Ensures that employees feel valued.	1	2	3	4	
Advanced Opportunities and CTE					
1. Ensures that parents and students are made aware of the districts CTE Certificates and Advanced Opportunities that are offered.	1	2	3	4	
2. Ensures that parents and students are made aware of the districts alternate forms of education that are offered (i.e. Technical Careers High School, Bonneville On-Line).	1	2	3	4	
Professional Learning Communities					
1. Ensures that struggling students are proactively identified in PLC.	1	2	3	4	
2. Ensures that 504 and IEP plans are initiated by district teams when a clear need is seen.	1	2	3	4	
3. Ensures accountability of teachers attendance and progress at PLC.	1	2	3	4	
Total Rating					

Vision

12 Year Plan	Not Meeting Standards	Progressing	Proficient	Exemplary	Rating
1. Provides timely guidance to the Board in regards to land purchases for the future growth of the district.	1	2	3	4	
2. Ensures that all facilities are utilized effectively before proposing new bonds to request additional facilities.	1	2	3	4	
3. Creates and executes a plan that is committed to parity in all facilities, within existing resources.	1	2	3	4	
4. Based on the data from these reports, rank the Superintendents performance.	1	2	3	4	
Strategic Plan					
1. Analyzes data and identifies areas of concern, executes an action plan to address the areas of concern and reports to the Board.	1	2	3	4	
Board Goals					
1. Implementation and awareness of the shared District and Board Goals was successful.	1	2	3	4	
Levy Rate Planning					
1. Levy rate is evaluated annually with the Board and modified responsibly and appropriately.	1	2	3	4	
Total Rating					

**Superintendent Summative Evaluation Form
Levels of Performance**

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Additional Input: _____

Responsibilities	Total Rating from Charts	Average Rating
Summary of Reports	/15	
Board Relations	/9	
Community Relations	/15	
Fiscal Responsibility	/7	
Personnel	/6	
Physical Facilities	/7	
Student Achievement	/12	
Vision	/7	
Total		

Total Average Rating

32 - 25 = Exemplary

24 - 17 = Proficient

16 - 8 = Progressing

<8 = Not Meeting Standards