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**ARLINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
EVALUATION OF THE SUPERINTENDENT  
(Confidential)**

Superintendent's  
Date: \_\_\_\_\_

Name: \_\_\_\_\_

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board Member is asked to rate the Superintendent on the items cited in each of the categories on a scale ranging from 1 to 4. The number 1 is the lowest possible score and indicates unacceptable performance. The number 4 indicates outstanding or highly commendable performance. A definition of each numerical rating is present as follows:

**4 – VERY COMPETENT**

The Superintendent exceeds/excels the expectations of his/her job descriptions.

**3 – SATISFACTORY**

The Superintendent meets district expectations of his/her job duties.

**2 – NEEDS IMPROVEMENT**

The Superintendent is not meeting the expectation of his/her job description and needs to concentrate on self-improvement efforts.

**1 – UNSATISFACTORY**

The Superintendent's performance is unacceptable and requires immediate attention.

**AREAS OF RESPONSIBILITY:**

**A. EDUCATIONAL PROGRAM AND PLANNING:**

- \_\_\_\_\_ 1. Understands and keeps informed regarding all aspects of the educational program.
- \_\_\_\_\_ 2. Organizes and actively encourages a planned program of curriculum valuation and improvement.
- \_\_\_\_\_ 3. Has provided for a system of measurement and goals for students and curriculum.
- \_\_\_\_\_ 4. Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.
- \_\_\_\_\_ 5. Anticipates needs of the District.
- \_\_\_\_\_ 6. Has a clear and concise vision for the school district and shares this with the board and other administrators.
- \_\_\_\_\_ 7. Provides a safe, nurturing learning environment that encourages and promotes life-long

learning.  
**Comments:**

**B. RELATIONSHIP WITH THE BOARD OF EDUCATION:**

- \_\_\_\_\_ 1. Provides timely, adequate information and agenda planning.
- \_\_\_\_\_ 2. Supports Board policy and actions to the public and staff.
- \_\_\_\_\_ 3. Executes Board policy in a positive and responsive manner.
- \_\_\_\_\_ 4. Handles differences of opinion between Board members and himself in an effective manner.
- \_\_\_\_\_ 5. Engenders trust among Board members, staff, and community.

**Comments:**

**C. PERSONNEL:**

- \_\_\_\_\_ 1. Recommends for employment the best candidate, utilizing equal opportunity standards.
- \_\_\_\_\_ 2. Makes effective use of the skills of the administrative staff.
- \_\_\_\_\_ 3. Supports his staff while demanding their best efforts.
- \_\_\_\_\_ 4. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.
- \_\_\_\_\_ 5. Practices effective operations in accordance with education laws, the district's attorney and the courts.

**Comments:**

**D. BUSINESS AND FINANCIAL MANAGEMENT:**

- \_\_\_\_\_ 1. Plans budget information in terms of educational priorities.
- \_\_\_\_\_ 2. Oversees budget operations with the Board in a clear, effective manner.
- \_\_\_\_\_ 3. Evaluates needs and recommends adequate financing.
- \_\_\_\_\_ 4. Provides adequate data to support budgetary requests.
- \_\_\_\_\_ 5. Controls expenditures of district funds by committing them only after approval by the Board of Education.

**Comments:**

### **E. COMMUNITY RELATIONS:**

- \_\_\_\_\_ 1. Gains support and respect of the community on the conduct of the school operations.
- \_\_\_\_\_ 2. Maintains a cooperative relationship with the print and visual media.
- \_\_\_\_\_ 3. Participates actively in community life and activities.
- \_\_\_\_\_ 4. Provides educational leadership to the community.
- \_\_\_\_\_ 5. Works well with other school districts, police, and other municipal government bodies.

**Comments:**

### **F. INDIVIDUAL CHARACTERISTICS:**

- \_\_\_\_\_ 1. Uses good judgment.
- \_\_\_\_\_ 2. Has emotional stability and poise.
- \_\_\_\_\_ 3. Demonstrates high standards of ethics.
- \_\_\_\_\_ 4. Works fairly with all groups.
- \_\_\_\_\_ 5. Maintains principles under pressure.

**Comments:**

### **G. JOB RELATED CHARACTERISTIC:**

- \_\_\_\_\_ 1. Speaks and writes effectively.
- \_\_\_\_\_ 2. Acts in a decisive manner.
- \_\_\_\_\_ 3. Demonstrates creativity.
- \_\_\_\_\_ 4. Utilizes effective problem solving techniques.
- \_\_\_\_\_ 5. Maintains professional development by reading, conference attendance, work on professional committees and professional organizations.

**Comments:**

**H. Overall effectiveness summary statement:**

**I. Suggestions for change or improvement:**

The below signatures indicate that the results of this evaluation have been reviewed with the Superintendent in an executive session with the Board of Education, with the original placed in the Superintendent's Personnel File, and a copy given to the Superintendent.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President's Signature

\_\_\_\_\_  
Date

**ARLINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
EVALUATION PLAN OF THE  
SUPERINTENDENT OF SCHOOLS**

**I. Purpose of the Evaluation:**

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. The review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Promote professional development/excellence and improve the performance of the Superintendent.
- B. Arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district and his job description.
- C. Communicate those conclusions to the Superintendent providing counsel and direction to him/her.
- D. Enhance the working relationship between the Board of Education and the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

**I. Procedures:**

A. Timeline:

1. The annual evaluation shall be conducted in the month of December.
2. Superintendent goals shall be based on the District Plans (May – April).

B. Methodology:

1. The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the Board and the Superintendent. The criteria will be related to the job description, the Superintendent's goals, and the School District's goals.
2. Evaluation forms shall be given to Board Members in October.
3. Each Board Member will have the opportunity to individually evaluate the Superintendent and all evaluation forms shall remain confidential.
4. The Board of Education shall meet as a whole, without the Superintendent present, to review and discuss individual inputs. The Board shall reach a consensus, and the Board President will complete a summary evaluation document.
5. The Board of Education shall meet with the Superintendent in December during executive session to discuss the summary evaluation document and modify as appropriate.
6. The Superintendent and the Board President will sign the confidential summary evaluation document as an indication that it has been reviewed. The original will be placed in the Superintendent's personnel file and a copy given to the Superintendent.