

# SUPERINTENDENT EVALUATION ISLESBORO CENTRAL SCHOOL

The following form is to be completed and returned to the ICS Chair. Please rate each item by checking the appropriate box that, in your opinion, most aptly describes the Superintendent's performance during this rating period. A space is provided at the end of each major area of responsibility for comments with an area for general comments at the end. Your comments and ratings will be considered confidential and will be compiled by the Chair and Vice-Chair and an executive session called to discuss results.

Use the following to determine rating:

5- Well above expectations; 4-Above Expectations; 3- Meets Expectations; 2-Below Expectations; 1- Well Below Expectations  
N- Unable to Judge

## RELATIONSHIPS WITH THE SCHOOL COMMITTEE

SUPERINTENDENT	5	4	3	2	1	N
1. Keeps Committee informed on a timely basis of issues, needs and operations of the school system.						
2. Offers professional advice to the Committee on items requiring Committee action with appropriate recommendations based on thorough study and analysis.						
3. Interprets and executes the intent of the Committee's policy and strives to update when necessary.						
4. Seeks and accepts constructive criticism of his/her work.						
5. Has a harmonious working relationship with the Committee.						
6. Understands the superintendent's role in administration of Committee policy, makes recommendations for employment or promotion of personnel in writing and with supporting data, as necessary, and accepts responsibility for his/her recommendations.						
7. Is dependable and consistent in accomplishing Board directives						
8. Accepts responsibility for maintaining liaison between the Committee and personnel, working to promote a high degree of understanding and respect between staff and Committee and the Committee and staff.						
9. Strives to treat all Committee members equally.						
10. Refrains from criticism of individual Committee members.						

11. Goes Immediately and directly to the Committee when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the Committee, in an earnest effort to resolve such differences immediately.						
12. Bases his/her position with regard to matters discussed by the Committee upon principles and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he/she supports the decision of the Committee.						

COMMENTS:

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## COMMUNITY RELATIONS

SUPERINTENDENT	5	4	3	2	1	N
13. Continually works toward gaining the respect and support of the community						
14. Promotes Communication among students, parents, community, teachers and the School Committee.						
15. Develops friendly and cooperative relationships with the news media.						
16. Strives to develop effective working relationships with Local Government.						
17. Presents a positive image by participating in community life.						
18. Achieves recognition as a leader in public education.						

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**STAFF / PERSONNEL RELATIONSHIPS**

SUPERINTENDENT	5	4	3	2	1	N
19. Prepares a staffing organizational plan consistent with Committee Policy.						
20. Develops and maintains job descriptions.						
21. Communicates with various staff representatives as necessary to develop good staff morale and loyalty to the organization.						
22. Treats all personnel fairly, without favoritism or discrimination while insisting on performance of duties.						
23. Delegates authority to staff members appropriate to the position each holds.						
24. Establishes and achieves high standards of performance from staff.						
25. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.						
26. Evaluates the performance of staff members, giving recommendations for good work as well as constructive suggestions for improvement.						

COMMENTS:

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**EDUCATIONAL LEADERSHIP**

SUPERINTENDENT	5	4	3	2	1	N
27. Understands and keeps informed regarding all aspects of the instructional program.						
28. Fosters a creative approach to teaching and participates with staff, Committee, and community in improving the curriculum.						
29. Inspires others to the highest professional standards.						

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**BUSINESS AND FINANCE**

SUPERINTENDENT	5	4	3	2	1	N
30. Keeps informed on the needs of the school program (planning, office, equipment and supplies)						
31. Supervises operations, insisting on competent and efficient performance.						
32. Determines that funds are spent wisely and adequate control and accounting are maintained.						
33. Evaluates financial needs and makes recommendations for adequate financing.						
34. Coordinates preparation of the annual budget.						
35. Oversees implementation of the budget.						
36. Establishes an efficient system for ordering, purchasing and auditing.						
37. Promotes the proper use and maintenance of all school facilities and equipment.						
38. Follows through on all aspects of business contracts.						
39. Assumes responsibilities for organization of the central office including personnel needs and management procedures.						
40. Insures that the programs operate in compliance with Federal, State, and Local regulations.						

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**PERSONAL QUALITIES**

SUPERINTENDENT	5	4	3	2	1	N
41. Defends principle with conviction in the face of pressure and partisan influence.						
42. Maintains high standards of ethics, honesty, integrity in all personal and professional matters.						
43. Earns respect and standing among professional colleagues.						
44. Uses time and energy effectively.						
45. Demonstrates the ability to work well with individuals and groups.						
46. Exercises good judgment and democratic process in arriving at decisions.						
47. Decisive in the ability to decide a definite course of action.						
48. Possesses and maintains the health and energy necessary to meet the responsibilities of the position.						
49. Maintains poise and emotional stability in the full range of his/her professional activities.						
50. Uses language effectively in dealing with staff, Committee, and public.						
51. Writes clearly and concisely.						
52. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.						
53. Thinks well on his/her feet when faced with unexpected or disturbing turn of events in a large group meeting.						
54. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts and meeting with other superintendents.						
55. Aggressive and realistic in upgrading the public school system.						

COMMENTS: (Please use back of form as needed)