

**Superintendent Evaluation  
Arnold Public Schools**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date**

Rating Scale

<u>Category</u>	<u>Points</u>
Outstanding	4
Commendable	3
Satisfactory	2
Needs Improvement	1
Unacceptable	0

**JOB CATEGORY**

**RATING**

**AVERAGE**

Board/Superintendent Relations

- |  |       |
|--|-------|
| 1. Adequately plans for board meetings   | _____ |
| 2. Provides adequate information to make informed decisions                    | _____ |
| 3. Communicates with the Board on an as needed basis                           | _____ |
| 4. Provides competent recommendations to the Board                             | _____ |
| 5. Provides timely policy review and updates                                   | _____ |
| 6. Treats school board members in a professional manner                        | _____ |
| 7. Supports the policies, procedures, and philosophy of the Board of Education | _____ |
| 8. Creates a sense of trustworthiness in Board/Superintendent relations        | _____ |
| 9. Weekly updates/schedule   | _____ |

\_\_\_\_\_

Comments:

**JOB CATEGORY**

**RATING**

**AVERAGE**

Business and Finance

- |   |       |
|---|-------|
| 1. Provides adequate and timely financial information             | _____ |
| 2. Provides for the maintenance of accurate financial records     | _____ |
| 3. Accurately prepares annual budget of revenues and expenditures | _____ |
| 4. Demonstrates thorough knowledge of school                      | _____ |

- budgeting and finance \_\_\_\_\_
5. Utilizes proactive planning to address future financial needs \_\_\_\_\_

Comments:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
School and Community Relations		
1. Makes an effort to inform the community on school issues	_____	
2. Establishes a cooperative relationship between the school and community	_____	
3. Maintains accessibility and visibility in the community	_____	_____

Comments:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
Personnel Administration		
1. Properly delegates responsibility	_____	
2. Adequately advises the board during negotiations	_____	
3. Maintains an open avenue of communication with all staff	_____	
4. Supports others' responsible	_____	
5. Considers all views	_____	
6. Is considerate and courteous	_____	
7. Creates a feeling of unity and enthusiasm among those in contact	_____	_____

Comments:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
Personal Qualities		
1. Is appropriately dressed and groomed	_____	
2. Writes clearly and concisely	_____	
3. Exercises good judgment in arriving at decisions	_____	
4. Demonstrates openness and consideration for others	_____	
5. Handles pressure and maintains poise in conjunction with professional duties	_____	
6. Is dedicated to high standards of performance and ethics in all personal and professional duties	_____	
7. Has a sense of humor	_____	
8. Expresses ideas smoothly and articulately	_____	

9. Is patient and understanding \_\_\_\_\_
10. Shows interest and enthusiasm toward work \_\_\_\_\_
11. Demonstrates willingness to learn and stay current  
on technology \_\_\_\_\_

\_\_\_\_\_

Comments:

**JOB CATEGORY**

**RATING**

**AVERAGE**

Goal Attainment

1. Establishes goals in cooperation with the Board \_\_\_\_\_
2. Informs the Board in a timely manner as to the progress  
in achieving goals \_\_\_\_\_
3. Demonstrates the initiative and persistence needed to  
accomplish goals and objectives \_\_\_\_\_
4. Demonstrates leadership which results in meeting  
important goals and objectives \_\_\_\_\_

\_\_\_\_\_

Comments:

**JOB CATEGORY**

**RATING**

**AVERAGE**

Technology/Graphics Programs

1. Adequately support and improve tech programs \_\_\_\_\_
2. Monitor and maintain an up-to-date web page \_\_\_\_\_
3. Demonstrates thorough knowledge of K-12 school tech  
Programs \_\_\_\_\_

Comments:

\_\_\_\_\_

INDIVIDUAL OR BOARD RATING SUMMARY

Board/Superintendent Relations	_____
Business and Finance	_____
School and Community Relations	_____
Personnel Administration	_____
Personal Qualities	_____
Goal Attainment	_____
Technology/Graphic Programs	_____