

Superintendent Evaluation
Arnold Public Schools

Superintendent

Date

Rating Scale

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

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
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:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
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:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
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:

<u>JOB CATEGORY</u>	<u>RATING</u>	<u>AVERAGE</u>
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	_____