

Part 2

SUPERINTENDENT ASSESSMENT BY JOB CATEGORY

Board Member _____ **Date** _____

ASSESSMENT INFORMATION AND DATA Rating identification:

1. Unsatisfactory 2. Needs Improvement 3. Meets Expectations 4. Exceeds Expectations

1. RELATIONSHIP WITH THE BOARD OF EDUCATION

Average _____

A. Provides timely, common information in a systematic manner	1	2	3	4
B. Contacts members in case of emergency or politically sensitive situation	1	2	3	4
C. Arranges appropriate training activities	1	2	3	4
D. Responds to Board member concerns and questions in a timely manner	1	2	3	4
E. Reinforces the successful efforts of the Board	1	2	3	4
F. Portrays the board in a positive manner in the community	1	2	3	4
G. Maintains open communications	1	2	3	4
H. Implements board directives based on majority action	1	2	3	4
I. Exhibits behaviors identified in operating agreements with BOE	1	2	3	4
J. Provides a plan for emergency Superintendent succession in cooperation With the Board	1	2	3	4

Comments _____

2. RELATIONSHIP WITH SCHOOL SYSTEM EMPLOYEES

Average____

- | | | | | |
|---|----------|----------|----------|----------|
| A. Keeps staff informed of pertinent information in a timely fashion | 1 | 2 | 3 | 4 |
| B. Utilizes appropriate interpersonal communication skills | 1 | 2 | 3 | 4 |
| C. Engages staff in professional activities, as appropriate | 1 | 2 | 3 | 4 |
| D. Articulates district vision and focus | 1 | 2 | 3 | 4 |
| E. Promotes staff development opportunities | 1 | 2 | 3 | 4 |
| F. Maintains visibility in employee venues | 1 | 2 | 3 | 4 |
| G. Maintains open communications with BOE and staff | 1 | 2 | 3 | 4 |
| H. Provides a climate and environment that promotes respect, understanding and appreciation for all employees | 1 | 2 | 3 | 4 |
| I. Will not permit conditions, procedures, actions, or decisions that are or have the potential of being unlawful, disruptive, undignified or in violation of Board policies with respect to staff interacting with other staff, students, parents and the community | 1 | 2 | 3 | 4 |
| J. develops definitive job descriptions for all District positions | 1 | 2 | 3 | 4 |

Comments_____

3. SAFETY OF STUDENTS

Average____

- | | | | | |
|---|----------|----------|----------|----------|
| A. Provides an environment and climate that promotes respect, understanding and appreciation for all students | 1 | 2 | 3 | 4 |
| B. Ensures development of emergency response procedures in all schools and District | 1 | 2 | 3 | 4 |
| C. Develops a relationship with appropriate agencies in the community for coordinated response in the event of an emergency or catastrophe | 1 | 2 | 3 | 4 |
| D. Supports building disciplinary actions according to policy and procedure | 1 | 2 | 3 | 4 |
| E. Develops systems for emergency communication in the district | 1 | 2 | 3 | 4 |
| F. Provides and maintains a safe, healthy environment that promotes positive student behavior and is free from unnecessary disruption | 1 | 2 | 3 | 4 |

Comments_____

4. STUDENT ACHIEVEMENT

Average___

- | | | | | |
|--|----------|----------|----------|----------|
| A. Communicates high learner expectations to all staff | 1 | 2 | 3 | 4 |
| B. Promotes the learning of all students and takes steps to address the different learning styles and needs of students who reflect differing backgrounds and abilities | 1 | 2 | 3 | 4 |
| C. Ensures positive district achievement growth from year to year | 1 | 2 | 3 | 4 |
| D. Provides pertinent achievement data for instructional staff including disaggregated student information | 1 | 2 | 3 | 4 |
| E. Recommends pedagogical and curricular reforms | 1 | 2 | 3 | 4 |
| F. Monitors building achievement performance and plans for improvement | 1 | 2 | 3 | 4 |
| G. Maintains a clear focus on student achievement | 1 | 2 | 3 | 4 |
| H. Arranges for profession staff development to enhance instruction quality | 1 | 2 | 3 | 4 |
| I. Ensures supervision of instructional performance | 1 | 2 | 3 | 4 |
| J. Identifies and removes barriers that threaten equity of opportunity | 1 | 2 | 3 | 4 |

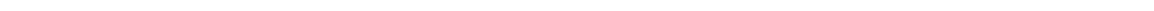
Comments_____

5. RELATIONSHIP WITH PARENTS AND COMMUNITY

Average___

- | | | | | |
|---|----------|----------|----------|----------|
| A. Collaborates with community service agencies, other education organizations and business | 1 | 2 | 3 | 4 |
| B. Involves parent and community members in problem-solving, as appropriate | 1 | 2 | 3 | 4 |
| C. Keeps community and parents informed regarding student achievement including documentation, data analysis, and accountability reports | 1 | 2 | 3 | 4 |
| D. Exhibits effective public relations skills | 1 | 2 | 3 | 4 |
| E. Encourages parental involvement, advocacy, and assistance | 1 | 2 | 3 | 4 |
| F. Provides relevant, factual information regarding educational issues to encourage and aid in reaching informed decisions | 1 | 2 | 3 | 4 |

Comments_____



6. MANAGEMENT OF DISTRICT RESOURCES

Average___

A. Identifies fiscal needs in a strategic, long term manner	1	2	3	4
B. Ensures that fiscal resources are aligned with district plans and priorities	1	2	3	4
C. Plans for the remodel and retrofit of physical facilities and equipment	1	2	3	4
D. Develops community partnerships for collaborative support and use of district facilities	1	2	3	4
E. Allocates building funds based on expenditures as they relate to improvement of student achievement	1	2	3	4
F. Provides periodic fiscal reports to the board of education	1	2	3	4
G. Serves as an advocate for the district in legislative matters	1	2	3	4
H. Ensures accounting practices comply with Generally Accepted Accounting Principles (GAAP)	1	2	3	4
I. Maintains a balanced budget	1	2	3	4
J. Projects staff needs and oversees timely hiring of personnel	1	2	3	4
K. Ensures a balanced annual budget	1	2	3	4
L. Implements corrective action specified in audit management letter	1	2	3	4
M. Plans for the maintenance, appropriate use, and management of fixed asset and consumable resources	1	2	3	4
N. Provides information to legal Counsel regarding any issue being addressed	1	2	3	4

Comments_____

7. TECHNOLOGY UPGRADE

Average___

A. Expands district-wide awareness and knowledge of the utility of electronic technology and applications in promoting efficiency of operation	1	2	3	4
B. Seeks research-based technology that promotes student achievement	1	2	3	4
C. Implements information systems which facilitate instructional decision-making and reporting processes	1	2	3	4
D. Investigates instructional technology that aids student learning	1	2	3	4
E. Ensures a viable technological infrastructure including information processing and networking	1	2	3	4
F. Promulgates plans for strategic renewal and acquisition of computer systems	1	2	3	4
G. Directs development of grant application for technology	1	2	3	4

Comments_____

8. ACCOUNTABILITY

Average ____

A. Ensures compliance with state and local procedures for performance evaluation of staff	1	2	3	4
B. Recommends pertinent changes to school board policy	1	2	3	4
C. Fulfills expectation of the Colorado Accountability process	1	2	3	4
D. Implements district policies, state standards, and federal laws and regulations	1	2	3	4
E. Ensures negotiations with employee organizations comply with appropriate policy, procedure and practice	1	2	3	4
F. Provides public reports on status of student performance by building and district, at least annually	1	2	3	4
G. Develops metrics to determine achievement of assigned objectives	1	2	3	4
H. Displays the highest personal ethical behavior	1	2	3	4

Comments _____

