



Todd County Superintendent Evaluation Form

The purpose of an annual superintendent evaluation is to give an opportunity for the Todd County School Board of Education feedback to the superintendent. The outcome is a given opportunity for two-way communication between the board and the superintendent.

VALUES:

- Woksape (Wisdom)
- Wacantognaka (Generosity)
- Woohitika (Courage)
- Wowacintanka (Fortitude)
-

VISION:

Empowering all students in their success

MISSION:

Todd County Schools- in partnership with community, tribe, and other educational entities- are committed to provide our students with quality preparation that will empower them to succeed academically, socially, emotionally, culturally and spiritually, in an ever-changing world.

- **Goal 1 - Partnership**
Todd County schools will partner with families, communities, & agencies to support the whole child.
- **Goal 2 - Academic**
Students will show growth and competency in language arts, math, science, and social studies
- **Goal 3 - Social/Emotional**
Students will strengthen their social and emotional skills.
- **Goal 4 - Cultural**
Students will improve their understanding of the Oceti Sakowin culture, history, and language.
- **Goal 5 - WoLakota**
Students will gain skills and knowledge to live in balance (emotionally, mentally, physically, socially, etc.)

Todd County School District Policy Exhibit: CBI-E (2)
PRIORITY PERFORMANCE GOALS

The Todd County Board of Education and the Superintendent will discuss and reach agreement on what the board will expect of the superintendent regarding supportive evidence and results of goals.

Rate scale will be as following:

3 Exceeds standard and requirements 2 Meets standard and requirements 1 Needs improvement

Goal 1:

Exceeds Meets Needs Improvement

Additional Comments: _

Goal 2:

Exceeds Meets Needs Improvement

Additional Comments:

Goal 3

Exceeds Meets Needs Improvement

Additional Comments:

A. Communication:

The superintendent will: be able to communicate clearly with staff, parents, students, and community, both verbally and in writing.

- Keeps the public informed of the status of the schools along with current educational practices, educational trends, and the policies, practices, successes and challenges of the schools.
- Conducts meetings of administrators, teachers, and other staff members as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Communicates to all staff members, directly or through delegation, actions of the Board relating to personnel matters and receives from employees communications to be made to the Board.
- Confers as appropriate with professional and community groups concerning the school program and transmits suggestions to the Board and others, as appropriate.
- Create a communication plan with Public Relations Coordinator and sustain the plan

Evidence to support board expectations:

- _____
- _____
- _____
- _____
- _____

Rating:

- ___ 3 Exceeds standard and requirements
- ___ 2 Meets standard and requirements
- ___ 1 Needs improvement

Comments: _____

B. School and Community Relations

The superintendent will: recognize the importance of both stimulating and reflecting community needs/wants regarding education. View the community/school relationship as a partnership. Be visible in the schools, aware of current issues and activities in the schools and shows an interest in community affairs.

- Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, affecting a wholesome and cooperative working relationship between the schools and the community.
- Communicates with and understands the needs and perspectives of various community groups.
- Attends, or delegates a representative to attend, meetings of municipal agencies at which matters pertaining to the school system appear on the agenda or are expected to be raised.
- Regularly attend Tribal Ed meetings
- Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.
- Seeks to stay informed about issues and activities in the schools.
- Has a reasonable level of knowledge of administrators, staff, and students.
- Has a reasonable level of knowledge about community events, concerns, accomplishments, and direction.

Evidence to support board expectations:

- _____
- _____
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Rating:

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

C. Curriculum, Instruction, and Assessment

The superintendent will: have a strong commitment to leading the effort to define and deliver an effective, consistent curriculum pre-K-12.

- Implement coherent system of curriculum, instruction, and assessment that promote the mission, vision, and core values of the district, maintain high expectations for student learning, align with academic standards, and are culturally responsive
- Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the Board.
- Oversees timely revisions of curriculum and courses of study and advises the Board on recommendations for the educational advancement of the schools.
- Recommends to the Board, through the use of appropriate personnel, adoption of courses of study, curriculum, teaching materials, etc.

Evidence to support board expectations:

- _____
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Rating:

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

Todd County School District Policy Exhibit: CBI-E (2)

D. Community of Care and Support for Students

The superintendent will: build and sustain a safe, caring, healthy school environment that meets the academic, social, emotional, cultural, and spiritual needs of the students.

- Provide coherent systems of academic and social supports, services, and accommodations to meet the range of learning needs of each student
- Ensure that each student is treated fairly, respectfully, and with an understanding of each student’s culture and context
- Ensure that students have equitable access to all learning opportunities and resources needed to be successful.
- Meet regularly with counseling department and nurses to assess and address the needs of our students and communicate these needs with the board as needed
- Create a Truancy Plan to support the RST Truancy code
- Meet regularly with district Dean of students to address attendance and ways to improve attendance

Evidence to support board expectations:

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Rating:

- ___3 Exceeds standard and requirements
- ___2 Meets standard and requirements
- ___1 Needs improvement

Comments: _____

E. Leadership

The superintendent will: motivate, lead, guide, and direct people. Committed to implementing the Mission and Vision Statement of the school system.

- Facilitates the development of and implements a collaborative educational vision and assists the Board in setting priorities for the school system.
- Serves as the educational leader of the school system. Performs job responsibilities using the Mission and Vision Statement as a guide and communicates the educational vision and priorities effectively to staff, students, and community.
- Attend conventions and conferences to keep abreast of latest educational trends.
- Ensures that policies, procedures, and school rules promote a safe, respectful, and healthy school environment.

Evidence to support board expectations:

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Rating:

- ___3 Exceeds standard and requirements
- ___2 Meets standard and requirements
- ___1 Needs improvement

Comments: _____

F. Organizational Management

The superintendent will: uses a systematic approach to managing and improving the schools. Excellent organizational skills, working knowledge of school law, and proven ability to resolve organizational conflicts.

- Makes administrative decisions necessary for the effective and efficient operations of the schools.
- Acts on own discretion when emergency action is necessary in matters not covered by Board policy. Reports such emergency actions to the Board and recommends policy for future guidance.
- Develops and implements rules and procedures for staff and students as necessary to comply with Board policies, and state and federal laws/regulations.
- Makes recommendations to the Board concerning the transportation of students in accordance with Board policies, state laws/regulations, and student safety considerations.
- Meet regularly with Transportation and Maintenance Director
- Review and update school safety plans to include but not limited to Standard Response Protocol
- Create organization chart and meeting weekly with department leads to maintain and sustain all departments

Evidence to support board expectations:

- _____
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Rating:

- ___ 3 Exceeds standard and requirements
- ___ 2 Meets standard and requirements
- ___ 1 Needs improvement

Comments: _____

G. Personnel Management

The superintendent will: have the ability to recruit and retain high quality staff. Strong personnel management practices and understanding of collective bargaining issues.

- Develops and implements a hiring process that complies with applicable state and federal laws and attracts the most qualified candidates.
- Nominates to the Board for employment the most qualified and competent teachers, administrators, and competent support staff
- Develops and/or revise job descriptions for all staff, subject to Board review and approval.
- Assigns and transfers employees as the interests of the school system require.
- Participates, as deemed appropriate by the Board, in negotiations with recognized employee bargaining units.
- Handles employee grievances or problems in accordance with applicable Board policies, collective bargaining agreements, and/or state/federal laws and regulations.
- Ensures that the Board complies with (meet and consult requirements) concerning educational policy issues.
- Establishes personnel procedures that provide information that may be used to advance the quality of the school system, such as exit interviews for departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.

Evidence to support board expectations:

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Rating:

- ___ 3 Exceeds standard and requirements
- ___ 2 Meets standard and requirements
- ___ 1 Needs improvement

Comments: _____

H. School Facility Management

The superintendent will: have good understanding of facilities management, including development of long-term maintenance plans, and budgeting/planning for future building needs.

- Makes recommendations to the Board on the location and size of new school sites and additions to existing sites; the location and size of new buildings on sites; plans for new school buildings; appropriates for sites and buildings; and improvements, alterations and changes in buildings and equipment.
- Develops, implements, and maintains short and long-term maintenance plans for school building, grounds, and teacher housing delegating particular duties as the Superintendent deems appropriate.
- Includes maintenance and other facilities/equipment needs in budget planning.
- Develops and implements guidelines and procedures governing the use and care of school facilities and property.
- Facilitates facility meeting on a regular basis, at least twice a year
- Recommends to the Board sales of surplus property no longer needed and authorizes the proper execution of such sales.

Evidence to support board expectations:

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Rating:

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

I. School Finance/Budgeting

The superintendent will: have a strong working knowledge of school finance, including budget development and management. Ability to effectively communicate with the Board, staff, community, and local municipal officials. Clear understanding of federal, state, and local funding issues.

- Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- Clearly explains proposed budgets, needs and priorities to the Board, community, and local municipal officials.
- Conducts all financial operations and purchasing within Board policies and applicable state/federal laws/regulations.
- Maintains appropriate financial accounts and ensures that audits are performed on an annual basis.
- Provides prior notice to the Board when there is a need to depart from Board policy in any financial matter

Evidence to support board expectations:

- _____
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Rating:

- ___3 Exceeds standard and requirements
- ___2 Meets standard and requirements
- ___1 Needs improvement

Comments: _____

J. School Improvement

The superintendent will: commit to supervising and evaluating school programs in the spirit of continuous improvement; understanding of educational practices, research, and national/state/local initiatives, and ability to frame issues for discussion, reach timely decisions, and implement change.

- Develops, implements, and monitors the change process to improve the educational program.
- Is familiar with current research and educational issues.
- Involves the staff and community in plans to improve the educational program.
- Informs and advises the Board about instructional practices, and assessment practices in the schools.
- Communicates effectively with staff, students and the community about educational trends, curriculum needs and instructional programs.
- Uses methods of continuous improvement to achieve the vision, fulfill the mission, support core values of the district
- Ensures that the educational program complies with Board policies and applicable state and federal laws/regulations.
- Ensures that administrators and teachers communicate student progress and school curricula to parents on a regular basis.

Evidence to support board expectations:

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Rating:

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|--------|-----------------------------------|
| ____ 3 | Exceeds standard and requirements |
| ____ 2 | Meets standard and requirements |
| ____ 1 | Needs improvement |

Comments: _____

K. Staff Development

The superintendent will: committed to and fosters continuous staff improvement. Emphasize both system wide and individual development.

- Fosters an environment that encourages continuous learning and improvement on the part of school staff.
- Create positive workplace conditions to establish and sustain a professional culture of commitment to the districts vision, mission, and core values
- Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the Board, administration, and staff.
- Empower teachers and staff with collective responsibility for meeting academic, social, emotional, cultural, physical, and needs of our students
- Provides reasonable opportunities for staff to participate in conferences, visitations, and coursework within the framework of the school system’s budget.
- Ensures that all staff are involved in the school system’s staff development opportunities.
- Informs the Board of staff development priorities, needs, and activities.

Evidence to support board expectations:

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Rating :

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

L. Superintendent/Board Relations

The superintendent will: Understand that the Superintendent is responsible for management of the schools under the Board’s policies and is accountable to the Board. Supports and facilitates the work of the Board. Maintains open communication with the Board.

- Supervises and ensures compliance with all laws, regulations and Board policies.
- Keeps the Board informed about programs, activities, accomplishments, problems, and needs of the schools.
- Presents information and recommendations necessary to assist the Board in performing its duties effectively, including the need for policy on particular subjects.
- Advises and recommends action by the Board as appropriate concerning student and staff disciplinary issues.
- Assists the Board in developing annual and long-range goals.
- Attends regular school board meetings and work sessions.

Evidence to support board expectations:

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Rating :

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

M. Supervision/Evaluation

The superintendent will: understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.

- Develops and implements an effective system of supervision and evaluation for all staff, based on Board policies and with appropriate input from administration and staff.
- Oversees methods of teaching, supervision, evaluation, and administration in the schools.
- Disciplines employees as necessary in accordance with TCEA and ESP Agreements and reports such actions to the Board as appropriate.
- Recommends salary changes or dismissal/nonrenewal of administrators and teachers to the Board for final action.

Evidence to support board expectations:

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Rating :

- ____ 3 Exceeds standard and requirements
- ____ 2 Meets standard and requirements
- ____ 1 Needs improvement

Comments: _____

Todd County School District Policy Exhibit: CBI-E (2)

Superintendent Evaluation – Summary

Transfer ratings into the summary rating table

	Rating
Communication	
School and Community Relations	
Curriculum, Instruction and Assessment	
Community of Care and Support for Students	
Leadership	
Organizational Management	
Personnel Management	
School Facility Management	
School Finance/Budgeting	
School Improvement	
Staff Development	
Superintendent/Board Relations	
Supervision/Evaluation	

Overall rating: Please highlight overall rating:

- 3 Exceeds expectations and requirements
- 2 Meets Standard expectations and requirements
- 1 Needs improvement, performance is inconsistent

Commendations:

Areas for Growth:

Superintendent’s Signature: _____ Date: _____

Board President’s Signature: _____ Date: _____

Vice President’s Signature: _____ Date: _____

School Board Member Signature: _____ Date: _____

School Board Member Signature: _____ Date: _____

School Board Member Signature: _____ Date: _____