

**BURLINGTON SCHOOL DISTRICT RE-6J
SUPERINTENDENT EVALUATION**

INSTRUCTIONS: The Superintendent's responsibilities have been organized into seven main categories. Each has several sub-categories. The Board of Education shall rate the Superintendent on each of the items by assigning a number designation as follows: (1) Unsatisfactory; (2) Below average; (3) Average; (4) Above average (5) Excellent. Based on the composite ranking, the Board of Education and the Superintendent shall establish job targets for the coming year. A copy of the completed ranking shall be provided to the Superintendent, who shall have the right to comment thereon in writing.

Name: _____

Date: _____

<u>Financial Management</u>		<u>Strengths/ Recommendations</u>
1. Understands the budgetary process and restrictions imposed by state and federal mandates.	1 2 3 4 5	
2. Recommends written policies for efficient administration, purchasing, accounting, payroll, and insurance programs.	1 2 3 4 5	
3. Displays competency in long range planning: including facility & grounds maintenance, and curriculum & instruction.	1 2 3 4 5	
4. Competently oversees investment practices	1 2 3 4 5	
5. Appropriate & timely budget development	1 2 3 4 5	

<u>District Management</u>		<u>Strengths/ Recommendations</u>
1. Supervises all activities of the school system in accordance with Board policy.	1 2 3 4 5	
2. Establishes, with Board concurrence, appropriate district goals and objectives.	1 2 3 4 5	
3. Develops a cohesive working relationship with the building administrators.	1 2 3 4 5	
4. Assists in the establishment of a warm, welcoming atmosphere at the District Administration Office.	1 2 3 4 5	

<u>Instructional, Curriculum, & Assessment Program</u>		<u>Strengths/ Recommendations</u>
1. Understands a quality instructional program and is accountable for staff performance.	1 2 3 4 5	
2. Is directly accountable for, and recommends quality programs which reflect district goals & objectives.	1 2 3 4 5	
3. Carries on a continuing evaluation of the educational program which reflect district goals & objectives.	1 2 3 4 5	

4. Utilizes student data for school improvement.	1 2 3 4 5	
5. Provides time for and supports professional development for staff.	1 2 3 4 5	

<u>Community Relationships</u>		<u>Strengths/ Recommendations</u>
1. Develops a positive image and rapport with community patrons and business enterprises.	1 2 3 4 5	
2. Works well with various news media.	1 2 3 4 5	
3. Participates actively in community groups & affairs.	1 2 3 4 5	
4. Is visible at extra curricular activities of the district.	1 2 3 4 5	
5. Has an open door policy and is readily available to the community.	1 2 3 4 5	

Staff Relationships

Strengths/ Recommendations

1. Conducts periodic administrative evaluations that accurately portray district administrators' strengths and weaknesses.	1	2	3	4	5
2. Seeks to foster high morale and cohesiveness among district employees.	1	2	3	4	5
3. Has a visible presence in the school buildings.	1	2	3	4	5
4. Conveys an openness when receiving divergent views.	1	2	3	4	5
5. Encourages professional growth and upward mobility within the district.	1	2	3	4	5
6. Provides effective leadership of the school district staff in achieving the goals set forth by the Board.	1	2	3	4	5

Board Relationships

Strengths/ Recommendations

1. Follows written policies adopted by the Board.	1	2	3	4	5
2. Is open to ideas for improvement of the school district originating from the Board.	1	2	3	4	5
3. Informs the Board of situations that warrant the Board's knowledge and immediate attention.	1	2	3	4	5

4. Communicates in a clear, timely, and properly written fashion for the Board. 1 2 3 4 5

5. Provides well organized agendas and clear recommendations well in advance of meetings to enable Board members to read prior to the meeting. 1 2 3 4 5

<u>Personal and Professional Qualities</u>		<u>Strengths/ Recommendations</u>
1. Follows through on decisions and attends to detail.	1 2 3 4 5	
2. Is a good listener and perceives the intent of suggestions, disagreements, and divergent ideas.	1 2 3 4 5	
3. Identifies conflict and functions effectively under pressure.	1 2 3 4 5	
4. Reflects appropriate management practices in effective use of time and time efficiency.	1 2 3 4 5	
5. Maintains professional development through involvement in reading, coursework, & conferences.	1 2 3 4 5	
6. Exhibits enthusiasm and promotes unity through his/her leadership style.	1 2 3 4 5	
7. Demonstrates trust and integrity in relationships with the board, staff, students, and community.	1 2 3 4 5	

ADDITIONAL COMMENTS BY EVALUATOR: _____

COMMENTS BY SUPERINTENDENT: _____

Board President Signature	Date	Superintendent Signature	Date
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