

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: CBI

**PERFORMANCE EVALUATION FORM
POSITION OF SUPERINTENDENT OF SCHOOLS**

ADMINISTRATOR: _____ YEARS IN SYSTEM: _____
ASSIGNMENT: Superintendent of Schools YEARS IN PRESENT POSITION: _____
DATE: _____ JOB GOAL: See job description.

RATING SCALE

- 4 - Outstanding: Performance is of the highest quality, could serve as a model for others
- 3 - Commendable: Performance exceeds the requirements of the Messalonskee School District (MSAD 47)
- 2 - Satisfactory: Performance meets the requirements of the Messalonskee School District (MSAD 47)
- 1 - Unsatisfactory: Performance fails to meet the requirements of the Messalonskee School District (MSAD 47)
- N/O: Not observed/cannot rate

1. ADMINISTRATION OF BUDGET AND FINANCIAL AFFAIRS

Overall Rating: _____

- _____ a. Provides for a budgeting system which clearly relates educational program needs and expenditures to district priorities.
- _____ b. Prepares an annual district budget and communicates effectively the various requests to the Board and to district voters.
- _____ c. Determines that funds are spent wisely, and that effective controls and accounting methods are maintained.
- _____ d. Evaluates financial needs and makes recommendations for adequate financing in time for authorization and utilization.
- _____ e. Evaluates financial needs and makes recommendations for adequate financing in time for authorization and utilization.
- _____ f. Demonstrates knowledge of the district accounting system and provides for an annual audit.
- _____ g. Demonstrates knowledge of the state finance formula, is sensitive to the financial impact on district taxpayers, and seeks alternatives to school funding (i.e., federal grants, Innovative Grants, trust funds, investments, enterprises, etc.)

2. CONSISTENT DEMONSTRATION OF LEADERSHIP QUALITIES

Overall Rating: _____

- _____ a. Maintains the highest degree of professional development possible through activities such as independent study, course work, conference attendance, work on professional committees, visitations to other districts, and meeting or working with other educators.
- _____ b. Understands and promotes the teaching/learning process which includes contemporary instructional patterns and professionally accepted instructional techniques and strategies.
- _____ c. Articulates, orally and in writing, to the teaching and administrative faculties a philosophy that promotes learning as a lifelong activity and which includes values and beliefs consistent with the educational program.
- _____ d. Establishes and maintains positive environments to promote the motivation and social integration of students and staff.
- _____ e. Creates and maintains, at the highest degree of motivation and efficiency possible, an effective Administrative Team, delegating responsibility, whenever appropriate, to members of that Team.
- _____ f. Promotes participatory decision-making among administrators, teachers, and support staff.
- _____ g. Maintains relations with the community, the Board of Directors, and the staff that reflect standards of conduct which inspire confidence in the ability to lead.

3. ESTABLISHMENT OF POSITIVE COMMUNITY RELATIONS

Overall Rating: _____

- _____ a. Takes overall responsibility for establishing and maintaining open lines of communication and involvement with the community.
- _____ b. Communicates accurately and objectively with the media.
- _____ c. Designs and implements strategies to promote positive school/community relationships.
- _____ d. Articulates the importance of education as a top priority in the community.
- _____ e. Screens and considers public requests including complaints, providing for resolution through established channels using tact and sound judgment.

_____ f. Participates actively in community life and affairs.

4. GUIDANCE AND SUPERVISION OF THE CURRICULUM AND INSTRUCTION

Overall Rating: _____

- _____ a. Ensures that procedures exist and are followed for systematically reviewing and evaluating the curricular and extracurricular activities programs.
- _____ b. Demonstrates knowledge and techniques in curriculum design, development, and evaluation, insuring that current educational theory and practice contribute to any program change.
- _____ c. Ensures that the school's curriculum is supported by adequate resources of time, money, materials, and personnel.
- _____ d. Works with staff to develop and articulate a written curriculum, K-12, based on specific learning objectives.
- _____ e. Maintains an environment of excellence marked by high expectations and persistent striving toward mastery levels of achievement.
- _____ f. Monitors teaching and testing data to ensure that curriculum objectives and student achievement goals are being met.
- _____ g. Encourages appropriate student extracurricular activities.

5. MANAGEMENT OF SUPPORTING SERVICES AND PROPERTY

Overall Rating: _____

- _____ a. Ensures that procedures exist and are followed for determining present needs and projecting future needs for school buildings, grounds, and equipment and for recommending such actions as are necessary and/or desirable for meeting those needs.
- _____ b. Provides for the maximum possible use of buildings, grounds, and equipment, including procedures governing the use of facilities by groups outside the school system.
- _____ c. Ensures that procedures exist and are followed for the most effective planning and delivery possible for all supporting services (transportation, food services, health services, etc.)

6. RECRUITMENT AND SUPERVISION OF PERSONNEL

Overall Rating: _____

- _____ a. Ensures that procedures exist and are followed for recruiting, hiring, evaluating, and retaining the most effective instructional and support staff available.
- _____ b. Demonstrates a knowledge of techniques and strategies to assess the performance of school personnel.
- _____ c. Demonstrates knowledge of clinical supervisory techniques including systematic observation of teaching and effective conferencing skills.
- _____ d. Assists personnel in developing specific goals for personal/professional development.
- _____ e. Provides for the design of effective staff and professional development programs which match personal and organizational goals.
- _____ f. Supports staff development through the use of budget, time, and other resources.

7. BOARD-SUPERINTENDENT RELATIONS

Overall Rating: _____

- _____ a. Works cooperatively and professionally with the Board, assuming executive responsibilities for district operations while supporting the legislative function of the Board.
- _____ b. Maintains open communications with the Board, insuring that Directors are informed about district operations and problems.
- _____ c. Contributes, as actively and effectively as possible, to all Board deliberations.

8. RELATED PROFESSIONAL RESPONSIBILITIES

Overall Rating: _____

- _____ a. Maintains a familiar, current, and working knowledge of federal and state educational laws and regulations.
- _____ b. Seeks legal or technical assistance when necessary.
- _____ c. Demonstrates knowledge of the collective bargaining process.
- _____ d. Demonstrates proficiency in the administration of negotiated agreements.

COMMENTS

(Please reference your comments (i.e., 2b; 4c; etc.)

COMMENDATIONS:

RECOMMENDATIONS:

Date of Adoption: December 7, 1988

Reviewed: January, 1999