

The Jaffrey-Rindge School Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the Board for this purpose. The Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

- Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development.
- Help the Board evaluate its work in planning the educational program in this community.
- Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
- Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

Superintendent Evaluation Form

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments.

1 – Needs Improvement

2 – Meets Expectations

3 - Commendable

Name of Superintendent: _____ Date: _____

Administration

Exerts strong educational leadership, develops a strong management team, and delegates responsibility. _____

Establishes and maintains a sound plan of organization and assignment of staff personnel which will provide the proper framework for accomplishing District objectives. _____

Fulfills the Board's goals and policies successfully. _____

Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections. _____

Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel. _____

Implements procedures to carry out a continuous program of evaluation. _____

Recommends for employment personnel who have proper certification and skills for the position. _____

Organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. _____

Provides to the Board and the general public an organized and informative annual report of the state of the District. _____

Maintains liaison with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. _____

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Instruction

Provides overall leadership in the development and implementation of a productive instructional delivery system. _____

Identifies and facilitates instruction and student achievement as the focal point of the School District. _____

Identifies instructional objectives in terms of students and implements programs to meet the diverse needs of students. _____

Capitalizes on the abilities and talents of the professional staff in curriculum development, implementation, and evaluation. _____

Provides to staff throughout the system the time for organization and the resources required to improve instruction. _____

Provides for continued monitoring and evaluation of instructional activities. _____

Promotes high academic expectations and standards for students. _____

Incorporates useful new ideas into the instruction program. _____

Maintains a working knowledge of current educational research, reports useful new concepts and shares that information with the Board. _____

Keeps the Board informed on the analysis, planning, implementation, and evaluation of instructional activities. _____

Keeps the community informed of the program of instruction and plans for improvement. _____

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Relationship with the Board

Works with the Board in the areas of analyzing, planning, implementing and evaluating policies.

Informs the Board on issues, operations, the instruction program, and needs of the school system.

Informs the Board on educational activities at the state and national levels.

Has a harmonious working relationship and maintains a professional relationship with members of the Board.

Interprets and supports Board policy and decisions to the public and staff.

Provides the Board members with reports and information which will enable them to sufficiently review the operations of the district.

Gives constructive advice and guidance to the Board regarding possibilities for District improvement.

States his/her convictions in matters before the Board.

Utilizes the strengths of individual Board members and the Board itself in the decision-making process.

Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Relationship with the Staff

Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs. _____

Facilitates high standards of performance for all staff members. _____

Facilitates evaluation of staff performance as required by state law and by Board policy. _____

Facilitates two-way communication and interaction with staff. _____

Promotes programs for staff growth and development. _____

Strives to maintain positive morale by:

 minimizing arbitrary decision-making and favorites. _____

 giving fair and impartial treatment to all parties in a dispute. _____

 giving recognition and appreciation for a job well done. _____

Instills confidence and self-respect among staff. _____

Meets and confers with employee groups representing the interests and directives of the Board. _____

Communicates effectively the concerns of employee groups to the Board and Board responses to these concerns to employee groups. _____

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Relationship with the Community

Facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____

Seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. _____

Develops and maintains a cooperative relationship with the news media. _____

Establishes a procedure for studying and acting on complaints, criticisms, and concerns of individuals and/or community. _____

Is actively involved in community arenas. _____

Maintains a professional posture with other public officials and community leaders. _____

Has the ability to face controversy and work effectively with it. _____

Understands and responds to the unique and changing needs of the community. _____

9. Accepts and solicits input from interested groups and individuals in the decision-making process. _____

Overall rating for this category: _____

What is the superintendent's strongest asset in this category? _____

How could the superintendent improve in this category? _____

Comments:

Personal Qualities

Sustains physical and mental health and appropriate energy to cope with the Superintendent's tasks. _____

Defends principle and conviction in the face of pressure and partisan influence, yet is able to compromise. _____

Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. _____

Uses English effectively in dealing with staff members, the Board and the public. _____

Speaks well before large and small groups, expressing ideas in a logical and forthright manner. _____

Accepts and shares failure as well as success. _____

Is able to identify and discuss own strengths and weaknesses. _____

Welcomes questions and open discussion when presenting ideas. _____

Exercises good judgment and involves appropriate others in the decision-making process. _____

Maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other Districts and meeting with other Superintendents. _____

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Financial

Keeps informed of the needs of the school program -- supplies, equipment, plant, and facilities. _____

Assumes responsibility for overall financial planning for the District, including short-term priorities and long-range planning. _____

Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the Board for input and approval. _____

Evaluates financial needs and makes timely recommendations for adequate funding. _____

Determines that funds are spent and invested wisely; ensures that adequate controls and accounting are achieved. _____

Provides leadership in solving major problems and achieving maximum utilization of resources. _____

Policy CBI-R
Evaluation of Superintendent Procedures
School Board Approved: October 1, 2018



JAFFREY-RINDGE
COOPERATIVE SCHOOL DISTRICT

Overall rating for this category: _____

What is the superintendent's strongest asset in this category?

How could the superintendent improve in this category?

Comments:

Signed: _____

Board Chair

Superintendent

Date: _____