

EVALUATION OF THE SUPERINTENDENT

During each year of the Superintendent of School's appointment, the Board of Education and the Superintendent will meet to discuss a plan of performance review and accountability for that school year. The final plan adopted shall be within the sole discretion of the Board.

Through this process the Board will strive to accomplish the following:

1. clarify for the Superintendent his/her role in the school district as seen by the Board;
2. clarify for all Board members the role of the Superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent;
3. develop harmonious working relationships between the Board and the Superintendent; and
4. provide administrative leadership of excellence for the school district.

Adoption date: June 21, 1993

SUPERINTENDENT EVALUATION FORM**CONFIDENTIAL**

NORTHEASTERN CLINTON CENTRAL SCHOOL BOARD

Champlain, New York 12919-0339

SUPERINTENDENT EVALUATION FORMRating Scale for the Evaluation Form

- 5 - Outstanding The Superintendent excels in this category.
- 4 - Competent The Superintendent's performance is effective and meets expectations.
- 3 - Needs Improvement The Superintendent needs to concentrate self-improvement efforts in this area.
- 2 - Unsatisfactory The Superintendent's performance in this category is unacceptable.
- 1 - Insufficient Information The Superintendent cannot be evaluated in this category due to insufficient information;

Job Related FunctionsRating

- | | | | | | |
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| 1. Keeps the Board fully informed on the condition of the district's educational systems. | 1 | 2 | 3 | 4 | 5 |
| 2. Prepares the agendas for meetings of the Board. | 1 | 2 | 3 | 4 | 5 |
| 3. Develops and recommends to the Board the overall goals of the educational system. | 1 | 2 | 3 | 4 | 5 |
| 4. Develops internal objectives which support the Board of Education's goals. | 1 | 2 | 3 | 4 | 5 |
| 5. Develops and recommends to the Board long-range plans consistent with population trends, educational needs and appropriate use of district facilities consistent with established goals. | 1 | 2 | 3 | 4 | 5 |

| <u>Job Related Functions</u> | <u>Rating</u> |
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| 6. Develops specific policies, procedures and programs to implement the intents established by the Board. | 1 2 3 4 5 |
| 7. Sees to the execution of all decisions of the Board. | 1 2 3 4 5 |
| 8. Sees the sound plans of organization, educational programs and services are developed and maintained for the Board. | 1 2 3 4 5 |
| 9. Sees that the district is staffed with competent people and that appropriate in-service training is conducted. | 1 2 3 4 5 |
| 10. Sees to the development throughout the district of high standards of performance in educational achievement. | 1 2 3 4 5 |
| 11. Sees that effective relations with employee organizations are maintained. | 1 2 3 4 5 |
| 12. Maintains the appropriate budgetary procedures and prepares and submits to the Board the Annual Proposed Operating Budget. | 1 2 3 4 5 |
| 13. Sees that all funds, physical assets and other property of the district are appropriately safe-guarded and administered. | 1 2 3 4 5 |
| 14. Attends all meetings of the Board of Education. | 1 2 3 4 5 |
| 15. Represents the district in dealings with other school systems, agencies and the general public. | 1 2 3 4 5 |
| 16. Acts as reference agent for problems brought to the Board of Education. | 1 2 3 4 5 |
| 17. Directs and evaluates the operations and activities of the district's administrators. | 1 2 3 4 5 |
| 18. Supervises the school Principals and is directly responsible for their evaluations. | 1 2 3 4 5 |
| 19. Delegates sufficient authority to staff, appropriate to their positions. | 1 2 3 4 5 |
| 20. Subject to Board approval, authorizes the appointment, promotion, retirement or release of all district personnel. | 1 2 3 4 5 |

Rating Scale for Performance on District's Goals

- A - Accomplished - The Superintendent has accomplished the implementation of the stated goals.
- O - Ongoing - Accomplishment of the stated goal is proceeding on schedule.
- U - Unsatisfactory - The Superintendent's efforts in accomplishing the stated goals are not satisfactory.

THE EDUCATION OF OUR CHILDREN IS THE HIGHEST PRIORITY OF THE NORTHEASTERN CLINTON CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION. A DISTRICT PHILOSOPHY ENCOURAGING THE OVERALL IMPROVEMENT OF STUDENT PERFORMANCE AS WELL AS EFFECTIVE PROGRAMMING FOR ALL STUDENTS, REFLECTS THE BOARD'S COMMITMENT TO THE SCHOOLS OF THE DISTRICT.

TO ACHIEVE THIS END, THE BOARD DEVOTES CONSIDERABLE TIME AND EFFORT TO SETTING GOALS AND OBJECTIVES WITH ITS ADMINISTRATION.

Rating

- A O U 1. TO DEVELOP A CONTINUING COMMUNICATIONS PROGRAM TO PROMOTE CONFIDENCE IN THE DISTRICT'S SCHOOLS.
- A O U 2. TO CONTINUE THE COORDINATION AND ARTICULATION OF THE K-12 PROGRAM AND CURRICULUM.
- A O U 3. TO STRIVE FOR THE BEST USE OF THE STAFF, FACILITIES AND RESOURCES AVAILABLE TO THE SCHOOL DISTRICT THROUGH A COMPREHENSIVE CAPITAL PROJECTS PLAN.
- A O U 4. TO DEVELOP A COMPREHENSIVE CAPITAL PROJECTS PLAN.
- A O U 5. TO ENHANCE THE SCHOOL CLIMATE FOR TEACHING AND LEARNING THROUGH STAFF INVOLVEMENT IN PROGRAM PLANNING, SUCCESSFUL IMPLEMENTATION OF PROFESSIONAL EVALUATIONS, AND PARTICIPATION IN THE EFFECTIVE SCHOOLS CONSORTIA.
- A O U 6. TO FOCUS ON WRITING AS A FUNDAMENTAL AND ESSENTIAL PART OF EVERY CURRICULUM K-12.

Comments:

President Board of Education

Superintendent of Schools

Date _____

Date _____

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