

SUPERINTENDENT’S ANNUAL PERFORMANCE REVIEW

INDICATORS OF EFFECTIVE PERFORMANCE

- DLP = Desired Level of Performance**
- MALP = Minimum Acceptable Level of Performance**
- INS = Insufficient Basis for Judgment**
- U = Unsatisfactory**

GENERAL ADMINISTRATION

1. Informs and instructs the Board on legislative matters.	DLP	MALP	INS	U
2. Enforces all applicable provision of laws and regulations.	DLP	MALP	INS	U
3. Provides professional counsel to the Board of Education in its deliberations.	DLP	MALP	INS	U
4. Prepares and distributes the agenda for Board meetings and follows up on action Taken.	DLP	MALP	INS	U
5. Keeps the Board informed on issues, needs, and operation of the school system.	DLP	MALP	INS	U
6. Maintains a harmonious, active working-relationship with the Board.	DLP	MALP	INS	U
7. Makes sufficient effort to acquire needed fiscal and other resources.	DLP	MALP	INS	U
8. Utilizes a team management process.	DLP	MALP	INS	U
9. Arranges his/her schedule so that matters of greatest importance are dealt with thoroughly.	DLP	MALP	INS	U
10. Maintains sound mental and physical health and the energy needed to meet responsibilities.	DLP	MALP	INS	U

COMMENTS:

PLANNING AND EVALUATION

1. Provides a process which produces clear, complete statements of goals and objectives.	DLP	MALP	INS	U
2. Develops and implements long/short range plans for achieving District goals and objectives and recommends such plans to the Board.	DLP	MALP	INS	U
3. Recommends specific procedures and programs for attaining current operational objectives.	DLP	MALP	INS	U
4. Plans and implements continuous program evaluation.	DLP	MALP	INS	U
5. Provides supportable diagnostic data or reasons for results that do and do not meet expectations.	DLP	MALP	INS	U
6. Provides plans to maintain program strengths while remediating areas of weakness.	DLP	MALP	INS	U
7. Provides an atmosphere which encourages research and creativity among employees.	DLP	MALP	INS	U

COMMENTS:

PERSONNEL ADMINISTRATION

1. Establishes and maintains a plan for organization and assignment of personnel which provides a proper framework for accomplishing District goals/objectives.	DLP	MALP	INS	U
2. Delineates his/her role and role of others, including the Board's, in maintaining effective staff relationships.	DLP	MALP	INS	U
3. Provides for effective recruitment, selection, appointment, and assignment procedures.	DLP	MALP	INS	U
4. Provides for proper delegation of authority and responsibility throughout the organization. Makes effective use of available human resources.	DLP	MALP	INS	U
5. Provides for dissemination, interpretation, and administration of personnel policies in order to establish a framework within which staff members can discharge their responsibilities effectively.	DLP	MALP	INS	U
6. Establishes and maintains a personnel evaluation process which makes it possible for each staff member to assess current performance related to responsibilities and to understand how to maintain strengths while overcoming weaknesses.	DLP	MALP	INS	U
7. Maintains a sound system of collective bargaining in accordance with current laws and policies of the Board.	DLP	MALP	INS	U
8. Demonstrates leadership by modeling the behaviors expected of staff members.	DLP	MALP	INS	U

COMMENTS:

STAFF DEVELOPMENT

1. Determines staff needs in relationship to accomplishing District goals.	DLP	MALP	INS	U
2. Develops and implements programs for staff growth and development which make it possible for participants to accomplish District goals more effectively.	DLP	MALP	INS	U
3. Provides for the development of leadership necessary to guide present and future staff actions toward achievement of District goals.	DLP	MALP	INS	U
4. Plans for and participates in a program of personal and professional growth.	DLP	MALP	INS	U

BUSINESS MANAGEMENT

1. Directs preparation of the annual District budget and recommends its approval by the Board.	DLP	MALP	INS	U
2. Manages the School District within approved budget limits.	DLP	MALP	INS	U
3. Supervises business operations to ensure efficient, productive business transactions.	DLP	MALP	INS	U
4. Makes certain that funds are invested with maximum return relative to safety of principal and that adequate control and accounting measures are utilized.	DLP	MALP	INS	U
5. Provides for comprehensive financial planning for the District.	DLP	MALP	INS	U
6. Ensures that purchased services, equipment, and other resources meet quality standards for performance, reliability, and durability.	DLP	MALP	INS	U

7. Provides for proper management of all fiscal accounts.	DLP	MALP	INS	U
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COMMENTS:

SCHOOL AND COMMUNITY RELATIONS

1. Works with the media and other resources to create a positive image for the District and public education in general.	DLP	MALP	INS	U
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2. Works effectively with County and neighboring school district administrators and board members.	DLP	MALP	INS	U
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3. Seeks and maintains the support of the community on conduct of District operations.	DLP	MALP	INS	U
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4. Communicates effectively with the community and other groups and agencies both orally and in writing.	DLP	MALP	INS	U
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5. Faces controversy by working effectively with it.	DLP	MALP	INS	U
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6. Participates actively in community life and affairs.	DLP	MALP	INS	U
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7. Works effectively with public and private agencies.	DLP	MALP	INS	U
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8. Represents the District in an effective manner at regional, state, and national professional conferences and meetings.	DLP	MALP	INS	U
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COMMENTS:

SUMMARY PAGE

1. General Administration	DLP	MALP	INS	U
2. Planning and Evaluation	DLP	MALP	INS	U
3. Personnel Administration	DLP	MALP	INS	U
4. Staff Development	DLP	MALP	INS	U
5. Business Management	DLP	MALP	INS	U
6. School and Community Relations	DLP	MALP	INS	U

SUMMARY:

ADDITIONAL COMMENTS:

What other general or specific comments and/or suggestions do you have as to how the Superintendent could more effectively serve the District?

What do you feel are the major problems areas facing the District today?

What weaknesses have you observed in the District's operation?

What do you think are the significant accomplishments of the District during the last year?

Board Member

Date