**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 DLP MALP INS U

 clear, complete statements of goals

 and objectives.

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 respon-

 sibilities 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, equip-

 ment, 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

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

2. Works effectively with County and

 neighboring school district administrators

 and board members. DLP MALP INS U

3. Seeks and maintains the support of the

 community on conduct of District

 operations. DLP MALP INS U

4. Communicates effectively with the community

 and other groups and agencies both orally

 and in writing. DLP MALP INS U

5. Faces controversy by working effectively

 with it. DLP MALP INS U

6. Participates actively in community life

 and affairs. DLP MALP INS U

7. Works effectively with public and private

 agencies. DLP MALP INS U

8. Represents the District in an effective

 manner at regional, state, and national

 professional conferences and meetings. DLP MALP INS U

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?

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Board Member Date