**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