

EVALUATION OF THE SUPERINTENDENT EXHIBIT

The final evaluation of the Superintendent of Schools will be in a written narrative form. Aspects to be considered in the evaluation are as follows:

Relationship with the Board

1. Attends all meetings and participates in all regular and special meetings of the Board and executive meetings of the Board at the Board's request.
2. Prepares an agenda, in coordination with the Board President, which sets forth all known items of business to be conducted at the next Board meeting.
3. Has a harmonious working relationship with the Board:
 - a) remains impartial toward the Board, treating all Board members alike;
 - b) refrains from criticism of individual or group members of the Board;
 - c) goes to the Board when he/she feels a serious difference of opinion exists between him/her and the Board, in an earnest effort to resolve such differences immediately.
4. Keeps the Board informed on issues, needs, and operation of the school system, by providing required reports to the Board, as well as other reports and presentations which will be beneficial to the Board in carrying out its responsibilities.
5. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
6. Advises the Board on the need for new and/or revised policies and ensures that all policies of the Board are implemented.

Educational Direction and Leadership

1. Develops administrative procedures for implementing Board policy and ensures the enforcement of all policies, applicable laws, rules and regulations.
2. Is knowledgeable about and keeps informed about all aspects of the instructional program.
3. Recommends to the Board all courses of study, curriculum and textbooks to be used in the schools.
4. Reviews and updates the instructional program on a continuing basis and provides recommendations to the Board for the educational advancement of the school district.
5. Encourages a positive approach to student behavior and discipline.

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Personnel

1. Assumes final responsibility in recommending to the Board the recruitment, selection, assignment, promotion, dismissal and evaluation of all personnel.
2. Directs staff negotiations with professional and classified personnel to achieve defined objectives.
3. Interprets for the staff all Board policies and all state and federal laws and regulations relevant to education.
4. Makes effective use of personnel.
5. Utilizes staff input in arriving at critical decisions.
6. Develops and executes sound personnel practices and procedures.
7. Is impartial, firm, and fair in decisions dealing with staff.
8. Provides for the proper evaluation of staff.
9. Meets and confers with the leaders of all employee units, representing the interest and will of the Board.
10. Recommends the number and types of positions required to provide proper personnel for the operation of the school district.
11. Encourages in-service education and staff professional growth.
12. Reports any violation of regulations and cases of insubordination, and, if necessary, suspends such employees until the next regular Board meeting, when all facts relating to the case shall be submitted to the Board for its consideration and action.

Financial Management

1. Supervises the preparation and presentation of the annual budget to the Board in accordance with a schedule established with the Board.
2. Directs the establishment (through the Business Manager) of efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget.

Facilities Management

1. Keeps himself/herself and Board informed on present and future school buildings and grounds needs.
2. Evaluates plant needs and makes recommendations regarding improvements, alterations, and changes in the buildings and equipment of the district.

Community Relations

1. Keeps the public informed about the policies, practices and problems in the district's schools.
2. Represents the district in its dealings with other school systems, institutions, agencies, community organizations, and the general public.
3. Develops friendly and cooperative relationships with news media.

Policy 3160-E

Personal Qualities and Growth

1. Exhibits good judgment, common sense and perception.
2. Is poised and controlled in the face of controversy.
3. Communicates effectively, expressing ideas in a logical and forthright manner.
4. Is able to delegate authority and responsibility effectively and to hold subordinates accountable.
5. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings and for attending appropriate professional meetings.

Management Functions:

Management functions are the processes/means to achieve a desired state within operational areas of the school district organization, i.e., administration, instruction, etc.

1. Coordinates the planning process for the preceding management areas (characteristic activities in the area of planning include determining needs, objectives and purposes).
2. Coordinates the organizing process (characteristic activities in the area of organizing include organizing resources, assigning roles, responsibilities and establishing lines of communication).
3. Coordinates the control process (characteristic activities in the area of controlling include ensuring that progress is being made toward priorities, objectives, disciplining, making necessary staff reallocations and changes and evaluations).
4. Coordinates the decision-making process (characteristic activities in the area of decision-making including data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques).
5. Coordinates the problem solving process (characteristic activities in the area of problem solving include sensitivity to problems, formulating problem statements, and utilizing a variety of problem solving techniques).
6. Coordinates the communication process (characteristic activities in the area of communicating include giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions).

Adopted: December 15, 1998

July 1999