



## **SUPERINTENDENT EVALUATION FORM**

This sample superintendent evaluation form focuses on superintendent performance using board expectations along with progress toward achieving district goals and superintendent performance objectives (per the superintendent contract). The categories under Part One are derived from the Interstate School Leaders Licensure Consortium (ISLLC) Standards (now called Educational Leadership Policy Standards).

Part One (with a rated assessment) may entail the inclusion of a professionally accepted leadership standard or an adaptation of adopted job description components.

Part Two (with a rated assessment) may include adopted district goals and superintendent objectives (contractual performance expectations) that have already been mutually agreed upon by the school board and Superintendent.

Part Three (with a narrative assessment of superintendent performance) weighs formal board expectations and the level of progress achieving all district goals as well as all superintendent performance objectives (per the superintendent contract).

**SCHOOL DISTRICT NAME**  
**SUPERINTENDENT EVALUATION FORM**  
**DATE**

**Superintendent's Name:** \_\_\_\_\_

**Board Member's Name:** \_\_\_\_\_ **Evaluation Date:** \_\_\_\_\_

Directions: Please complete this evaluation form and return it to the board President from compilation by \_\_\_\_\_ . Using your judgment as to the superintendent's performance, which number most closely corresponds to your rating.

**Rating Scale:**

4. Superior
3. Excellent
2. Satisfactory
1. Unsatisfactory

**Description:**

- Far exceeds Board expectations  
 Exceeds Board expectations  
 Meets Board expectations  
 Does not meet Board expectations

**PART ONE: Board of Education Expectations for the Superintendent**

**Leadership Standards:** *The Superintendent*

***Facilitating Development of a Shared Vision for Learning***

- |   |         |
|---|---------|
| 1. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning | 4 3 2 1 |
| 2. Monitor and evaluate progress and revise plans   | 4 3 2 1 |
| 3. Etc.   | 4 3 2 1 |

***Creating a Positive Culture and Instructional Program***

- |  |         |
|--|---------|
| 4. Supervise instruction                                     | 4 3 2 1 |
| 5. Monitor and evaluate the impact of instructional programs | 4 3 2 1 |
| 6. Etc.  | 4 3 2 1 |

***Organizational, Operational and Resource Management***

- |                 |         |
|-----------------|---------|
| 7. Monitors ... | 4 3 2 1 |
| 8. Develops ... | 4 3 2 1 |
| 9. Etc.         | 4 3 2 1 |

***Community and Staff Collaboration***

- |                 |         |
|-----------------|---------|
| 10. Ensures ... | 4 3 2 1 |
|-----------------|---------|

***Etc.***

**PART TWO: District Goals and Superintendent's Objectives**

***District Goal #1: Enhance the relationships, partnerships and communication among the community and school district.***

*The Superintendent will*

- |   |         |
|---|---------|
| 10. Provide district leadership in the XYZ District Foundation project. | 4 3 2 1 |
| 11. Etc.  | 4 3 2 1 |

***District Goal #2: Recruit, retain and support quality staff.***

*The Superintendent will*

- |  |         |
|--|---------|
| 12. Attend training for central office and building administrator interviewing | 4 3 2 1 |
| 13. Etc.   | 4 3 2 1 |

*District Goal #3: Etc.*

**PART THREE: Comments**

*Comments on Expectations for the Superintendent:*

*Comments on District Goals and Objectives for the Superintendent:*