



SUPERINTENDENT EVALUATION FORM

Part One of this superintendent evaluation form focuses on the level of progress a superintendent achieves with adopted district goals (i.e., goals set by the school board). In order for the board to assess performance, a superintendent should be required to present a progress report on each goal.

Part Two focuses on a superintendent's leadership skills with day-to-day operations of the district. Part Two could be expanded to include other expectations of the superintendent in addition to the exhibition of specific and professionally-credible leadership skills.

SCHOOL DISTRICT NAME
SAMPLE SUPERINTENDENT EVALUATION FORM
DATE

Review Period from _____ to _____

Date of Review _____

PART ONE: Directions: Review goals and assess performance. Decide whether the performance is below expectations, meets expectations or exceeds expectations. Use the comments section to support your response.

GROWTH

Goal #1: To successfully open a middle school and advance the development of the middle school philosophy.

The superintendent's performance is:

_____ Below expectations _____ Meets Expectations _____ Exceeds Expectations

Areas of Commendation:

Areas for Growth:

Goal #2: Insert Board Goal

The superintendent's performance is:

_____ Below expectations _____ Meets Expectations _____ Exceeds Expectations

Areas of Commendation:

Areas for Growth:

RETENTION AND DEVELOPMENT OF STAFF

Goal #3: Recommend the employment of the best possible candidates.

The superintendent's performance is:

_____ Below expectations _____ Meets Expectations _____ Exceeds Expectations

Areas of Commendation:

Areas for Growth:

Goal #4: Insert Board Goal

The superintendent's performance is:

_____ Below expectations _____ Meets Expectations _____ Exceeds Expectations

Areas of Commendation:

Areas for Growth:

FISCAL HEALTH

Goal #5: Maintain a balanced budget.

The superintendent's performance is:

_____ Below expectations _____ Meets Expectations _____ Exceeds Expectations

Areas of Commendation:

Areas for Growth:

PART TWO: Leadership/Day-to-Day Operations

Directions: Please assess the leadership skills/day-to-day operations of our superintendent for the current (*insert year*) school year. Suggested areas of focus for your consideration and response are the following, but please remember you are not limited in your response to these items:

- Setting a positive atmosphere for the school district
- Communicating the district's vision
- Management skills – planning, organization, follow-through, etc.
- Add additional areas of focus (as needed)
- Add additional areas of focus (as needed)

Directions: Please suggest areas of focus, growth or improvement for the upcoming (*insert year*) school year in areas of Leadership/Day-to-Day Operations

Superintendent _____

Board President _____