



## **SUPERINTENDENT EVALUATION FORM**

This evaluation instrument template focuses on superintendent performance involving expectations set by a school board. The six categories derive from the former Interstate School Leaders Licensure Consortium (ISLLC) Standards for School Leaders. The ISLLC Standards are now called the Professional Standards for Educational Leaders (PSEL) and the content is similar but not identical to the ISLLC Standards. Each governance team should decide if the ISLLC or the PSEL standards best meet its aims. Also, each district should develop its own expectations of the superintendent, with each aligned to the focal leadership standard of each instrument section (e.g., Vision, Instruction, Organization & Facilities—as noted within the template).

The superintendent and board will need to agree on what evidence will be provided.

**SCHOOL DISTRICT  
SUPERINTENDENT EVALUATION  
DATE**

**I: Vision.** Facilitate the articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

***The superintendent will:***

- Promote high academic standards for all.
- Implement the goals of the board of education.
- Lead the staff and students in the use of technology.
- Provide educational leadership in the community.
- Act as the spokesperson of the district.
- Monitor district performance and report to the board of education.
- Suggest district improvement ideas to the board of education.

***Evidence to support board expectations:***

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Vision:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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**II. Instruction.** Advocate, nurture and sustain a school culture and instructional program conducive to student learning and staff professional growth.

***The superintendent will:***

- Promote high academic standards.
- Provide instructional leadership.
- Promote a positive school environment for every student.
- Evaluate teachers per contract and support staff per board policy.
- Encourage staff to continue their education and professional development.
- Review curriculum and instructional practices.
- Promote learning for all students.

***Evidence to support board expectations:***

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Instruction:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
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**III. Organization & Facilities.** Ensure management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

*The superintendent will:*

- Maintain a safe school environment.
- Stay within the approved budget and report to the board of education to amend.
- Balance the needs of the district with the resources available.
- Keep the board of education informed of district financial status.
- Seek out opportunities to apply for grants.
- Evaluate facility issues and report needed improvements to the board.
- Operate the district in a prepared and organized manner.

*Evidence to support board expectations:*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Organization & Facilities:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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**IV. Connecting with the Community.** Collaborate with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

*The superintendent will:*

- Oversee the school website and newsletter.
- Be visible at school activities.
- Provide a public relations role in the community
- Develop and maintain an approachable style.

*Evidence to support board expectations:*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Connecting with the Community:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
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V. **Ethics.** Act with integrity, fairness and in an ethical manner.

*The superintendent will:*

- Lead by example (ethical, trustworthy, professional).
- Be firm, fair and consistent.
- Follow board policy.
- Maintain transparent and honest relationship with the board of education.
- Communicate regularly with the board of education.

*Evidence to support board expectations:*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Ethics:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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**VI. Social & Political Environments.** Understand, respond to, and influence political, social, economic, legal and cultural environments.

*The superintendent will:*

- Be aware of current legal and political issues.
- Inform the board of education of social and political issues that impact our district.
- Stay connected to professional organizations.
- Be prepared for the potential pitfalls of change initiatives.

*Evidence to support board expectations:*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Rating for Social and Political Environments:**

- \_\_\_4      Excellent performance, exceeds expectations
- \_\_\_3      Satisfactory performance, meets expectations
- \_\_\_2      Needs improvement, performance is inconsistent
- \_\_\_1      Unsatisfactory performance, needs major improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Superintendent Evaluation – Summary**

Standard 1 (Vision) rating \_\_\_\_\_  
Standard 2 (Instruction) rating \_\_\_\_\_  
Standard 3 (Organization & Facilities) rating \_\_\_\_\_  
Standard 4 (Connecting with Community) rating \_\_\_\_\_  
Standard 5 (Ethics) rating \_\_\_\_\_  
Standard 6 (Social & Political Environments) rating \_\_\_\_\_

- 4 Excellent performance, exceeds expectations**
- 3 Satisfactory performance, meets expectations**
- 2 Needs improvement, performance is inconsistent**
- 1 Unsatisfactory performance, needs major improvement**

Commendations:

Areas for Growth:

Superintendent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Board President’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_