

SUPERINTENDENT EVALUATION TOOL

The evaluation is divided into three sections. The first evaluates the Superintendent on core competency categories that capture a widely held view of the scope of superintendent responsibilities. The second section evaluates the Superintendent on progress made on yearly district goals approved by the School Committee. The third and final section permits School Committee members to provide general and summary comments about the Superintendent's performance.

Committee members must provide "commendations" and "recommendations" for each core competency or yearly goal. Committee members are reminded that these evaluations are public documents.

Committee Member: _____ Date: _____

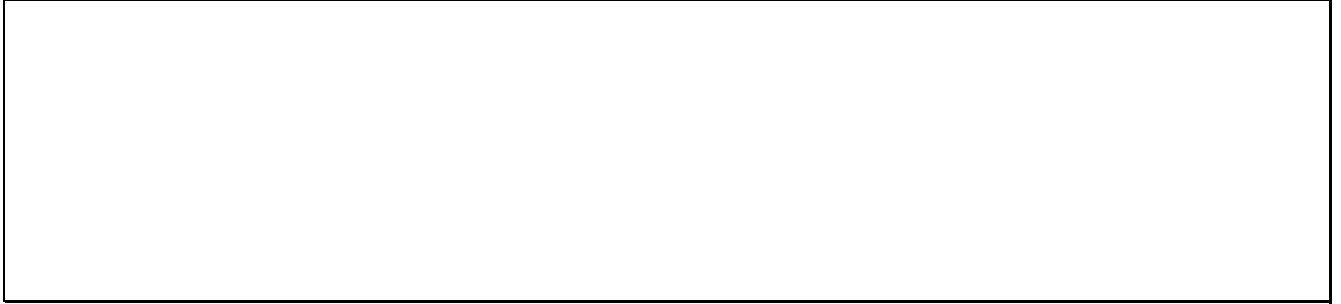
Section I: Core Competencies

1. Committee-superintendent relations

The Superintendent keeps the School Committee informed on issues, needs and the operation of the school system. S/he offers professional advice to the School Committee on items requiring School Committee action, with appropriate recommendations based on thorough study and analysis. The Superintendent maintains a professional working relationship with the School Committee, and interprets, supports and executes the intent of all School Committee policy and goals and objectives of and provides recommendations as requested.

Commendations

Recommendations



2. Educational-professional leadership

The Superintendent is active in visualizing and analyzing new ideas, methods, and technologies. S/he demonstrates understanding of state and federal laws and Department of Education regulations. The Superintendent assures that a balanced program of professional development is provided to enhance curriculum, staff performance, and student learning. S/he inspires all staff to achieve the highest possible professional standards, and s/he assesses, designs, recommends and implements curriculum consistent with the mission and priorities of the Arlington Public Schools. The Superintendent understands and keeps informed about all aspects of state and national educational activities which have the potential for affecting the Arlington Public Schools. The Superintendent develops and implements educational and organizational strategies that are effective in meeting the needs of a diverse student body.

<p><u>Commendations</u></p> <p><u>Recommendations</u></p>
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3. General District Management

Arlington Public Schools

The Superintendent makes a concerted effort to reach out to all cultural, racial and linguistic groups in the school system. S/he identifies opportunities to improve organization's performance and facilitates constructive change. The Superintendent provides an environment and culture where creativity, exchange of ideas, responsible risk taking and experimentation are shared, valued and practiced, and s/he maintains high standards of ethics, honesty and integrity.

Commendations

Recommendations

4. Personnel Management

The Superintendent develops and oversees the execution of sound personnel procedures and practices, and applies procedures and techniques as required by contract and law in the supervision of staff. S/he clearly defines roles and responsibilities of Central Office employees and other administrators. The Superintendent sets high, consistent expectations and standards for effective staff performance and holds every employee accountable for meeting them. S/he obtains input from parents, staff, and community groups when hiring key administrators (e.g., principals, Assistant Superintendents, etc.). She works effectively with collective bargaining units to ensure high quality teaching and learning in our schools.

Commendations

Recommendations

5. Community & Public Relations

The Superintendent strives to maintain community respect and support for the school system, promotes partnerships among parents, businesses, and other community agencies, and assesses the needs of parents and community members and involves them in decision-making. The Superintendent is an effective spokesperson for the school district, and s/he works effectively and cooperatively with other town leaders and agencies. S/he plans, initiates and carries out activities to inform community of the mission, goals and accomplishments of the system and responds effectively to identified problems of all groups and individuals

Commendations

Recommendations

6. Business and finance operations

Arlington Public Schools

The Superintendent effectively plans for all the financial needs of the school system including programs, staff, facilities, equipment and supplies. S/he controls expenditures with a high degree of efficiency, within budget limitations, and obtains maximum return of investment. The Superintendent, either individually or through a member of his or her staff provides clear, concise presentation and explanation of the budget and budget process. S/he informs the School Committee of the budgetary implications of administrative decisions in a timely manner. The Superintendent and her staff keep the School Committee informed of the district's financial status and budgetary implications of administrative decisions in a timely manner. The Superintendent oversees the development and execution of procedures to assure the safe and orderly maintenance of all facilities. S/he communicates with school building committees and effectively manages all school-related capital projects.

Commendations

Recommendations

Section II: Major District Goals

Major District Goal 1: _____

Commendations

Recommendations

Major District Goal 2: _____

Commendations

Recommendations

Major District Goal 3: _____

Commendations

Recommendations

Major District Goal 4: _____

Commendations

Recommendations

Major District Goal 5: _____

Commendations

Recommendations

