

Meyersdale Area School District SUPERINTENDENT EVALUATION FORM

Instructions: Please evaluate the Superintendent's performance by numerically scoring each item below. Please provide supporting comments indicating specific examples of Outstanding Performance and areas for improvement.

Rating Scale:

- 4. Distinguished - Superior performance indicating an in-depth understanding and exemplary display of the skills
- 3. Proficient - Skillful performance indicating a solid understanding and adequate display of the skills
- 2. Satisfactory - Adequate performance, approaching, but not yet reaching, proficient performance
- 1. Needs Improvement - Inadequate performance that indicates little understanding and minimal display of the skills. *Any area receiving this rating will automatically be targeted as an annual goal and the board member should list specific ways to improve the area.*

Also available: Not Applicable - lack of information available / unknown / does not apply

Item Scoring Compilation: *In case of a tie, the Superintendent receives the higher compilation rating*

- Distinguished: >50% are Distinguished
- Proficient: >50% are Proficient or Distinguished
- Basic/Satisfactory: >50% are Basic or Unsatisfactory
- Needs Improvement: >50% are Needs Improvement

Rating Definitions:

- 4 = Distinguished
- 3 = Proficient
- 2 = Satisfactory
- 1 = Needs Improvement (Specific ways to improve that area)

Rating:	1.0 Relationship With the Board
	1.1 Interprets, executes and supports Board policy and actions to the public and staff.
	1.2 Keeps the Board informed on issues, needs and operations of the school system in a timely manner/outlines pros and cons of recommendations.
	1.3 Plans along with the Board for the future of the school district.
	1.4 Maintains an open and honest relationship with all Board members, providing equal access to information.
Subtotal Category 1.0:	Comments on Relationships with the Board:
Rating:	2.0 Educational Leadership

	2.1 Implements the district's philosophy of education and mission by creating a high standard of expectation for K-12 students and staff and observes each first year teacher once during their first year.
	2.2 Performs an annual evaluation of the administrators and shares any unsatisfactory performance measures with the board.
	2.3 Develops and implements the district's instructional program with reference to district curriculum policy, District Strategic Plan, and State and National Standards
Subtotal Category 2.0:	Comments on Educational Leadership:

Rating:	3.0 Business and Finance
	3.1 Evaluates educational and financial needs and translates them into financial recommendations.
	3.2 Stays informed about the physical needs of the school district.
	3.3 Is knowledgeable concerning the business operation of the school district/monitoring the income and expenses to avoid deficits.
Subtotal Category 3.0:	Comments on Business and Finance:

Rating:	4.0 Staff and Personnel Relationships
	4.1 Has attempted to develop good staff morale and work together amicably with staff members.
	4.2 Uses committees to encourage effective staff participation in planning, procedure making and decision making.
	4.3 Delegates authority to staff members in accordance with their position and expertise.
	4.4 Oversees and directs the evaluation process of all district employees.
	4.5 Establishes standards of performance for all staff positions in consultation with them, and works with staff to achieve consistently high standards of performance.
	4.6 Follows interview process and assigns best candidate for each position.
Subtotal Category 4.0:	Comments on Staff and Personnel Relationships:
Rating:	<p>*The board may so elect each year as part of the Superintendent's Evaluation to call upon administrators, teachers, or other staff as necessary to provide their opinions on the Superintendent as additional information to be used in compiling ratings for Section 4.0 Staff and Personnel Relationships. All questions and questionnaires which are asked and/or sent to the staff members will be mutually agreed upon between the Superintendent and the Board.</p> <p>5.0 Student Responsibilities</p>
	5.1 Is visible to the student body through school visits; interacts with student body through occasional attendance at both academic and nonacademic

	activities; maintains a positive relationship with students.
	5.2 Recognizes student success and academic achievement.
	5.3 Keeps students the center of the decision-making process.
Subtotal Category 5.0:	Comments on Student Responsibilities:

Rating:	6.0 Community Relationships
	6.1 Attends school activities and events when possible.
	6.2 Presents educational programs to community groups.
	6.3 Works cooperatively with the news media.
	6.4 Works effectively with public and private agencies, including colleges and universities.
	6.5 Provides the opportunity for the problems and opinions of individuals or groups to be expressed and understood, including meeting with parent support groups.
Subtotal Category 6.0:	Comments on Community Relationships:

Rating:	7.0 Personal Qualities
	7.1 Maintains high standards of ethics, honesty and integrity in personal and professional matters.
	7.2 Exhibits competence in planning and organizing.
	7.3 Defends principles and convictions in the face of pressure and partisan influence.
	7.4 Continues professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.
	7.5 Communicates with all groups, including teachers, administrators, public, parents and media.
Subtotal Category 7.0:	Comments on Personal Qualities:

TOTAL AVERAGE

Comments: See attached schedule A for all comments.

Outstanding:

Commendable:

Satisfactory:

Needs Improvement:

Unsatisfactory: