

Required
 Local
 Notice

EVALUATION OF SUPERINTENDENT

The Board of Education shall evaluate, at least once per year, the performance of the Superintendent of Schools. The Board shall develop procedures for the conduct of this evaluation in consultation with the Superintendent.

The purposes of the evaluation shall be to:

1. Gauge the district's progress toward the goals the Board has charged the superintendent to accomplish.
2. Provide a basis for assessing the strengths and weaknesses of the Board and the superintendent and to aid in the professional development of both parties.
3. Strengthen the working relationship between the Board and the superintendent.
4. Provide a basis for commending, rewarding and reinforcing good work.

The Board's evaluation procedures for the Superintendent shall be filed in the Superintendent's office by no later than August 1 of each school year. Such procedures shall be made available for review by any individual.

Ref: 8 NYCRR 100.2 (o)(2)(v)

Adoption date: July 9, 2007

EVALUATION OF THE SUPERINTENDENT

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

I. RELATIONSHIP WITH THE BOARD

- | | | | |
|---|-------|-------|-------|
| 1. Keeps the Board informed on issues, needs, and operation of the school system. | _____ | _____ | _____ |
| 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations. | _____ | _____ | _____ |
| 3. Interprets and executes the intent of Board policy. | _____ | _____ | _____ |
| 4. Supports Board policy to the public and staff. | _____ | _____ | _____ |
| 5. Seeks and accepts input and constructive criticism of his/her work. | _____ | _____ | _____ |
| 6. Provides data and materials requested by the Board in a timely and accurate manner. | _____ | _____ | _____ |
| 7. Follows up effectively without constant reminding. | _____ | _____ | _____ |
| 8. Understands his/her role in the administration of Board policy. | _____ | _____ | _____ |
| 9. Remains impartial toward the Board, treating all members alike. | _____ | _____ | _____ |
| 10. Refrains from public criticism of individual or group member of the Board. | _____ | _____ | _____ |

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

11. Accepts responsibility for maintaining liaison between the Board and personnel, working toward a high degree of mutual understanding and respect between the staff and the Board.

_____	_____	_____
-------	-------	-------

12. Bases position on principle and is willing to maintain that position regardless of its popularity until an official decision has been reached, after which time the Board's position is supported.

_____	_____	_____
-------	-------	-------

13. Goes immediately and directly to the Board when an honest, objective difference of opinion exists between the Superintendent and any or all members of the Board, in an earnest effort to resolve such difference immediately.

_____	_____	_____
-------	-------	-------

14. Encourages and supports the Board in organizational goal setting.

_____	_____	_____
-------	-------	-------

15. Prepares a clear and detailed agenda for Board meetings in conjunction with the President (and/or Vice President) of the Board of Education and distributes it in a timely fashion.

_____	_____	_____
-------	-------	-------

II. COMMUNITY RELATIONSHIPS

1. Is available, at office and home, to Board members, staff, the news media, PTA and various community groups to interpret school programs and needs.

_____	_____	_____
-------	-------	-------

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

II. COMMUNITY RELATIONSHIPS (Cont.)

- | | | | |
|---|-------|-------|-------|
| 2. Attempt to gain respect and support of the community on the conduct of school operation. | _____ | _____ | _____ |
| 3. Develops cooperative relationships with news media. | _____ | _____ | _____ |
| 4. Solicits and gives attention to problems and opinions of all groups and individuals. | _____ | _____ | _____ |
| 5. Remains visible to the community by participating and attending a variety of school and community functions. | _____ | _____ | _____ |
| 6. Works effectively with public and private agencies. | _____ | _____ | _____ |
| 7. Promotes public participation in educational matters. | _____ | _____ | _____ |
| 8. Keeps the public informed about current educational practices, educational trends and the policies, practices, and problems in the district. | _____ | _____ | _____ |

III. STAFF AND PERSONNEL RELATIONSHIP

- | | | | |
|---|-------|-------|-------|
| 1. Develops and executes sound administrative personnel procedures and practices. | _____ | _____ | _____ |
| 2. Keeps open lines of communication with staff. | _____ | _____ | _____ |
| 3. Delegates authority to staff members appropriate to the position each holds. | _____ | _____ | _____ |

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

**III. STAFF AND PERSONNEL
RELATIONSHIP (Cont.)**

- | | | | |
|---|-------|-------|-------|
| 4. Considers competencies in assigning personnel to tasks. | _____ | _____ | _____ |
| 5. Coordinates recruitment and assignment of the best available personnel in terms of their competency. | _____ | _____ | _____ |
| 6. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation. | _____ | _____ | _____ |
| 7. Evaluate performance of staff members, giving commendations for good work as well as suggestions for improvement. | _____ | _____ | _____ |
| 8. Assures that principals, teachers, supervisors, administrators, and staff are systematically evaluated by the appropriate administrators and that these evaluations are shared with the individual being evaluated. | _____ | _____ | _____ |
| 9. Provides an atmosphere in which staff members feel free to discuss important aspects of work and offer suggestions for growth. | _____ | _____ | _____ |
| 10. Demonstrates the ability to work with and earn the respect of members of the Board of Education, administrative team, teachers, students, parents, community members and others with whom the Superintendent interacts. | _____ | _____ | _____ |

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

IV. EDUCATIONAL LEADERSHIP AND INSTRUCTIONAL PROGRAM DEVELOPMENT

- | | | | |
|--|-------|-------|-------|
| 1. Implements the Board-adopted goals and objectives. | _____ | _____ | _____ |
| 2. Understands and keeps informed regarding all aspects of the instructional program. | _____ | _____ | _____ |
| 3. Organizes a planned program of staff evaluation and improvement. | _____ | _____ | _____ |
| 4. Inspires others to highest professional standards. | _____ | _____ | _____ |
| 5. Recognizes opportunities for improvement and initiates action. | _____ | _____ | _____ |
| 6. Prepares, maintains and updates School Board policies. | _____ | _____ | _____ |
| 7. Sets and maintains priorities. | _____ | _____ | _____ |
| 8. Demonstrates ability to make sound decisions. | _____ | _____ | _____ |
| 9. Promotes and facilitates an open, collaborative, and task-oriented style of school district government and decision making. | _____ | _____ | _____ |
| 10. Organizes a planned program of curriculum evaluation and development and the assessment of student achievement. | _____ | _____ | _____ |

V. BUSINESS AND FINANCE

- | | | | |
|--|-------|-------|-------|
| 1. Keeps informed on the needs of the school program - plant, facilities, equipment, and supplies. | _____ | _____ | _____ |
|--|-------|-------|-------|

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

V. BUSINESS AND FINANCE (Cont.)

- | | | | |
|--|-------|-------|-------|
| 2. Supervises operations, insisting on competent and efficient performance. | _____ | _____ | _____ |
| 3. Involves staff in budget preparation. | _____ | _____ | _____ |
| 4. Evaluates financial needs and makes recommendations. | _____ | _____ | _____ |
| 5. Understands and keeps informed regarding all aspects of the financial status of the district. | _____ | _____ | _____ |

VI. PLANNING AND GOAL FORMATION

- | | | | |
|---|-------|-------|-------|
| 1. Develops goals for himself and reports to the Board periodically regarding the progress. | _____ | _____ | _____ |
| 2. Works with the Board to plan long- and short-range goals for the district. | _____ | _____ | _____ |
| 3. Assists the Board in implementing the goals for the district. | _____ | _____ | _____ |
| 4. Regularly informs the Board of the progress toward district plans and goals. | _____ | _____ | _____ |

VII. PROFESSIONAL AND PERSONAL DEVELOPMENT

- | | | | |
|--|-------|-------|-------|
| 1. Defends principle and conviction in the face of pressure and partisan influence. | _____ | _____ | _____ |
| 2. Maintains high standards of ethics, honesty, and integrity in all professional matters. | _____ | _____ | _____ |

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

VII. PROFESSIONAL AND PERSONAL DEVELOPMENT (Cont.)

- | | | | |
|---|-------|-------|-------|
| 3. Earns respect and standing among professional colleagues. | _____ | _____ | _____ |
| 4. Demonstrates ability to work well with individuals and groups. | _____ | _____ | _____ |
| 5. Maintains poise and emotional stability in the full range of professional activities and interpersonal relationships. | _____ | _____ | _____ |
| 6. Interacts effectively with students. | _____ | _____ | _____ |
| 7. Maintains professional development by reading, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents. | _____ | _____ | _____ |
| 8. Exhibits good judgments, common sense and perception. | _____ | _____ | _____ |
| 9. Possesses and maintains the energy necessary to meet the demands and responsibilities of the position. | _____ | _____ | _____ |

VIII. PERSONNEL

- | | | | |
|---|-------|-------|-------|
| 1. Assumes final responsibility in recommending to the Board the recruitment, selection, assignment, promotion, dismissal, and evaluation of all personnel. | _____ | _____ | _____ |
|---|-------|-------|-------|

Performance

Excellent	Satisfactory	Unsatisfactory
1	2	3

VIII. PERSONNEL (Cont.)

- | | | | |
|---|-------|-------|-------|
| 2. Directs staff negotiations with professional and classified personnel to achieve defined objectives. | _____ | _____ | _____ |
| 3. Interprets for the staff all Board policies and all state and federal laws and regulations relevant to education. | _____ | _____ | _____ |
| 4. Makes effective use of personnel. | _____ | _____ | _____ |
| 5. Utilizes staff input in arriving at critical decisions. | _____ | _____ | _____ |
| 6. Develops and executes sound personnel practices and procedures. | _____ | _____ | _____ |
| 7. Is impartial, firm, and fair in decisions dealing with staff. | _____ | _____ | _____ |
| 8. Provides for the proper evaluation of staff. | _____ | _____ | _____ |
| 9. Works with staff in the development of salaries that fit within the budgetary limitations of the district. | _____ | _____ | _____ |
| 10. Meets and confers with the leaders of all employee units, representing the interest and will of the Board. | _____ | _____ | _____ |
| 11. Recommends the number and types of positions required to provide proper personnel for the operation of the school district. | _____ | _____ | _____ |
| 12. Encourages in-service education and staff professional growth. | _____ | _____ | _____ |

Performance

Excellent 1	Satisfactory 2	Unsatisfactory 3
------------------------------	---------------------------------	-----------------------------------

VIII. PERSONNEL (Cont.)

13. Reports any violation of regulations and cases of insubordination and, if necessary, suspends such employees until the next regular Board meeting, when all facts relating to the case shall be submitted to the Board for its consideration and action.

--	--	--

IX. FACILITIES AND EQUIPMENT MANAGEMENT

1. Keeps himself/herself and Board informed on present and future school buildings and grounds needs.

--	--	--

2. Evaluates plant needs and makes recommendations regarding improvements, alternations, and changes in the buildings and equipment of the district.

--	--	--

3. Makes recommendations with reference to the location and size of school sites and of additions to existing sites.

--	--	--

4. Recommends to the Board sales of all property no longer required by the Board.

--	--	--

HUDSON CITY

STRENGTHS:

WEAKNESSES:

SUGGESTED PERFORMANCE OBJECTIVES AND GOALS FOR THE FOLLOWING YEAR:

Signature of the
Evaluator: _____

Date of Evaluation: _____