

AFB-E

## SUPERINTENDENT'S EVALUATION

Name:

Evaluation Period:

Please complete and return by e-mail to the Chair of the Rochester School Board by:

### PERFORMANCE EVALUATION RATINGS

Ratings:	Relation To Position Requirements:
5 = "O" = Outstanding	<ul style="list-style-type: none"><li>▶ Outstanding performance <i>marked by superior initiative and high quality of work.</i></li><li>▶ An outstanding performance rating <i>far exceeds</i> the requirements and standards of the regular duties of the position.</li></ul>
4 = "VG" = Very Good	<ul style="list-style-type: none"><li>▶ <i>Exceeds requirements</i> and standards of regular duties.</li><li>▶ Very good performance indicates that the Superintendent <b>REGULARLY EXCEEDS ALL POSITION REQUIREMENTS.</b></li></ul>
3 = "G" = Good	<ul style="list-style-type: none"><li>▶ Good performance is that which <i>meets the regular requirements</i> of the position <i>adequately and competently.</i></li><li>▶ GOOD IS NOT MARGINAL, <i>if performance is considered marginal, it should not</i> be given a rating of good.</li></ul>
2 = "INOI" = In Need of Improvement	<ul style="list-style-type: none"><li>▶ In this category, <i>performance is marginal and IS NOT MEETING the requirements</i> of the position.</li><li>▶ <i>Specific plans should be outlined</i> for correcting areas of below standard performance.</li><li>▶ <b>Deficiencies</b> should be <i>clearly identified</i> and a <i>timeline for improvement</i> established, <i>including follow-up evaluation(s).</i></li><li>▶ A superintendent in this category should be <i>cautioned</i> about the <i>consequence of continued less than satisfactory work.</i></li></ul>
1 = "U" = Unsatisfactory	<ul style="list-style-type: none"><li>▶ Performance, which is unsatisfactory, <i>does not meet</i> the requirements of the position.</li><li>▶ A superintendent in this category should be identified and counseled regarding their performance prior to being issued an unsatisfactory review as they may be denied salary increase(s) or terminated.</li></ul>

AFB-E

page 2 of 9

Rating      Comments:

---

only 1 box  
in each section

Please **CITE SPECIFIC EXAMPLES, EVENTS,  
OR ISSUES** to **SUPPORT THE RATING** you give in each  
category

**I. Board Relationship**

<p>▶ The Superintendent keeps all Board members informed on issues, needs, and operation of the Rochester School System.</p>	<p><b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b></p>	
<p>▶ The Superintendent works toward creating and maintaining a high degree of understanding and respect between staff and the Board.</p>	<p><b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b></p>	
<p>▶ The Superintendent understands and executes the intent of Board policy and advises the Board when new or revised policy is needed.</p>	<p><b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b></p>	
<p>▶ The Superintendent offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.</p>	<p><b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b></p>	
<p>▶ The Superintendent keeps the Board informed of employment, promotions, and dismissal of personnel.</p>	<p><b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b></p>	

<b>II. Community Relationships</b>	<b>Rating</b> <input checked="" type="checkbox"/> only 1 box in each section	<b>Comments:</b> Please <b>CITE SPECIFIC EXAMPLES, EVENTS, OR ISSUES</b> to <b>SUPPORT THE RATING</b> you give in each category.
▶ The Superintendent builds public support and is an effective spokesperson for the school district.	5 = O 4 = VG 3 = G 2 = INOI 1 = U	
▶ The Superintendent defends principles in the face of pressure or partisan influence	5 = O 4 = VG 3 = G 2 = INOI 1 = U	
▶ The Superintendent develops cooperative relationships with the news media.	5 = O 4 = VG 3 = G 2 = INOI 1 = U	
▶ The Superintendent works effectively and establishes strong relationships with public and private agencies	5 = O 4 = VG 3 = G 2 = INOI 1 = U	

**III Personnel, Supervision & Evaluation**

**Rating**  
 only 1 box  
in each section

**Comments:**  
Please **CITE SPECIFIC EXAMPLES, EVENTS, OR ISSUES** to **SUPPORT THE RATING** you give in each category.

<p>▶ The Superintendent treats all personnel fairly, without favoritism or discrimination.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent delegates authority to staff members appropriate to the position each holds.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent recruits and assigns the best available personnel.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent represents the best interests of the Board in working with teachers and their organizations</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent develops and empowers staff, and solicits input from them in planning activities, resulting in an effective educational team.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent has a vision and communicates a mission for the school system.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	

**Rating**  
 only 1 box  
in each section

**Comments:**  
Please **CITE SPECIFIC EXAMPLES, EVENTS,**  
**OR ISSUES** to **SUPPORT THE RATING** you give in each  
category.

**IV. Educational Leadership**

<p>▶ The Superintendent participates with staff, Board, and community in studying, problem solving, and developing curriculum and instruction improvements.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent maintains a comprehensive program of staff evaluation and improvement.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent models the highest professional standards to staff and community.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent creates an environment that consistently encourages staff to strive for improvement and encourages them to be innovative in problem solving.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	

**Rating**  
 only 1 box  
 in each section

**Comments:**  
 Please **CITE SPECIFIC EXAMPLES, EVENTS,**  
**OR ISSUES** to **SUPPORT THE RATING** you give in each  
 category.

**V. Business and Finance**

<p>▶ The Superintendent has an understanding of the needs of the school program, facilities, equipment, supplies, and the budget required.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent supervises operations, insisting on competent and efficient performance.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent ensures that funds are spent wisely, and adequate control and accounting are maintained.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	

**Rating**  
 only 1 box  
 in each section

**Comments:**  
 Please **CITE SPECIFIC EXAMPLES, EVENTS,**  
**OR ISSUES** to **SUPPORT THE RATING** you give in each  
 category.

**VI. Strategic Planning**

<p>▶ The Superintendent works effectively with the Board, staff, and community to develop both long and short-range strategic plans.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent keeps Board and community informed of progress toward short and long-range plans.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	
<p>▶ The Superintendent develops a Five Year Plan that includes strategies, goals, and projected student outcomes.</p>	<p><b>5 = O</b>  <b>4 = VG</b>  <b>3 = G</b>  <b>2 = INOI</b>  <b>1 = U</b></p>	

**VII. Superintendent's Current Goal(s)**

**Rating**  
☒ only 1 box  
in each section

**Comments:**  
Please **CITE SPECIFIC EXAMPLES, EVENTS, OR ISSUES** to **SUPPORT THE RATING** you give in each category.

▶	<b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b>	
	<b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b>	
▶	<b>5 = O</b> <b>4 = VG</b> <b>3 = G</b> <b>2 = INOI</b> <b>1 = U</b>	



**Any additional comments and/or suggestions that you may have for the Superintendent:**

<b>Name of Board Member</b>	<b>Ward #</b>	<b>Date Completed</b>
-----------------------------	---------------	-----------------------

Adoption Date:	April 8, 1993
Amended:	March 8, 2007

Reviewed/Amended:	February 21, 2008
Board First Reading:	March 13, 2008
<b>Amended:</b>	<b>May 8, 2008</b>