

**Gilmer County Charter Schools
Evaluation of Superintendent**

Board Chairman

Date

Directions: The items on this evaluation form are in five general areas. These areas include Relationship with the Board, Community Relations, Personal Attributes, Management, and Leadership. Using the rating key below, circle the number that reflects your rating of the Superintendent on each item. A comment section is provided at the end of the form.

Rating Key

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|------------------------------------|-------------------------------|
| 5- Outstanding Performance | 2- Less than Acceptable Level |
| 4- Better than Acceptable Level | 1- Unsatisfactory |
| 3- Acceptable Level of Performance | N/O- Not Observed |

Relationship With the Board

Circle One

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| 1. Provides guidance in the development of School Board policy. | 1. 5 4 3 2 1 N/O |
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Evaluation Criteria:
School Board Agenda material and minutes of meetings. School Board Member's perception as to degree of involvement with community.

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| 2. Provides for the revision of the School Board Policy Manual. | 2. 5 4 3 2 1 N/O |
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Evaluation Criteria:
School Board Policy Manual and the Student Code of Conduct are maintained with timely Distribution of changes made by the School Board.

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| 3. Provides for the enforcement of School Board Policy. | 3. 5 4 3 2 1 N/O |
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Evaluation Criteria:
School Board Minutes, number of instances coming to the School Board Member's attention where policy was not followed, and knowledge of Superintendent's corrective measures.

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| 4. Keeps the Board informed of the fiscal condition | 4. 5 4 3 2 1 N/O |
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of the school system on a regular basis.

Evaluation Criteria:

Monthly financial reports are submitted to the Board for review. Supplemental reports are made orally at committee meetings and School Board meetings to advise the Board of revenue statuses as they relate to cash flow problems and budget commitments.

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| 5. Promptly provides the Board with information Requested on issues, needs, and operations of the school system. | 5. 5 4 3 2 1 N/O |
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Evaluation Criteria:

Board minutes and correspondence files are available to the Board for review. Board Member's perception of responsiveness of the Superintendent in her efforts to keep School Board members informed both personally and through staff members.

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| 6. Responds to Board Member's concerns. | 6. 5 4 3 2 1 N/O |
| 7. Offers professional advice to the Board on items requiring Board action with appropriate recommendations based on thorough study and analysis. | 7. 5 4 3 2 1 N/O |

Community Relations

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| 8. Provides the community with timely information regarding school system programs and activities. | 8. 5 4 3 2 1 N/O |
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Evaluation Criteria:

School system newsletters, brochures and other publications are periodically updated. Public appearances by the Superintendent and staff to interpret programs.

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| 9. Works effectively with appropriate school and community related organizations. | 9. 5 4 3 2 1 N/O |
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Evaluation Criteria:

Input from school and community leadership.

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| 10. Participates actively in community affairs. | 10. 5 4 3 2 1 N/O |
| 11. Fosters respect and support of the community | 11. 5 4 3 2 1 N/O |

regarding school operations.

12. Works effectively with public and private agencies. 12. 5 4 3 2 1 N/O
13. Maintains a friendly and cooperative relationship news media. 13. 5 4 3 2 1 N/O

Personal Attributes

14. Demonstrates personal courage in defending positions. 14. 5 4 3 2 1 N/O

Evaluation Criteria:

Superintendent's conduct at School Board meetings and Board Member's personal knowledge through attendance at forums and programs where the Superintendent communicates with the public.

15. Demonstrates ability to work well with individuals and groups. 15. 5 4 3 2 1 N/O
16. Responds extemporaneously when faced with un-Expected or disturbing questions in group meetings. 16. 5 4 3 2 1 N/O
17. Treats all personnel fairly without favoritism or discrimination. 17. 5 4 3 2 1 N/O

Management

18. Develops and maintains a continuing system of planning designed to identify and meet the educational needs of students and the public. 18. 5 4 3 2 1 N/O

Evaluation Criteria:

By the first Board meeting in January of each year, proposes a written Strategic Plan, which includes measurable goals and objectives for the school system.

19. Develops a system budget that reflects the goals and objectives of the Strategic Plan. 19. 5 4 3 2 1 N/O

Evaluation Criteria:

By the Board meeting in July, presents a final system budget that provides for the necessary resources for implementation of the Strategic Plan.

20. Implements the System's goals and objectives 20. 5 4 3 2 1 N/O

in a timely manner.

Evaluation Criteria:

A status report on the implementation of the Superintendent's and Departmental objectives will be provided to the Board in January each year

21. Develops and implements programs for energy and other conservation programs. 21. 5 4 3 2 1 N/O

Evaluation Criteria:

Copies of written procedures for energy and other conservation programs that have been implemented in the school district are submitted to the Board when published. Energy usage reports which compares present usage with prior usage and which considers the effects of school facility additions is submitted to the Board during July each year.

22. Provides for evaluation of professional and supporting services staff using objective evaluation criteria. 22. 5 4 3 2 1 N/O

Evaluation Criteria:

Personnel evaluation instruments used in the district reflect the use of objective evaluation criteria.

23. Implements programs in compliance with federal, state, and local rules and regulations. 23. 5 4 3 2 1 N/O

Evaluation Criteria:

Reports on "Program Compliance and Performance" audits are submitted to the Board for review as they are received.

24. Provides for sound fiscal management of the school system. 24. 5 4 3 2 1 N/O

Evaluation Criteria:

Review of audit reports from the contracted auditors.

25. Provides for adequate school housing by developing 25. 5 4 3 2 1 N/O

a continuing program of new facility construction and remodeling.

Evaluation Criteria:

Five-Year School Facility Plan and its annual updating are submitted to the Board.

26. Provides for general cleanliness and maintenance of school system facilities and sites. 26. 5 4 3 2 1 N/O

Evaluation Criteria:

Board Member's personal observation from on-site visits.

27. Monitors and evaluates administrative and educational program implementation. 27. 5 4 3 2 1 N/O

Evaluation Criteria:

Evaluation reports are provided to the Board as programs are implemented.

28. Uses immediate staff through delegation of assignments. 28. 5 4 3 2 1 N/O

Leadership

29. Encourages and provides for a continuous staff development program for professional and supporting services staff. 29. 5 4 3 2 1 N/O

Evaluation Criteria:

Staff Development's annual report is submitted to the Board of review if requested.

30. Provides pro-active leadership to address the needs the school system. 30. 5 4 3 2 1 N/O

31. Encourages participation of staff members and 31. 5 4 3 2 1 N/O

related groups in the development of policy and procedures.

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| 32. Visits school sites and communicates with teachers, students and staff. | 32. 5 4 3 2 1 N/O |
| 33. Develops good staff morale and loyalty to the organization. | 33. 5 4 3 2 1 N/O |
| 34. Provides promotional opportunity for competent employees. | 34. 5 4 3 2 1 N/O |

Please provide any comments in the space below. Attach additional sheets if needed.

