

**Somerset County Board of Education  
Administrative Procedures  
Policy # 200-3**

**EVALUATION OF THE SUPERINTENDENT**

It is the responsibility of the Board to maintain and improve the quality of administration and instruction. One of the primary methods in carrying out this responsibility is to work with the superintendent in improving his or her effectiveness.

Annually, the Division Superintendent will provide to the Board a work plan designed to implement the goals set for the division by the school board. The Board will formally evaluate the Superintendent each year through the use of a jointly agreeable instrument which adequately measures his or her accomplishments under the work plan. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the Superintendent.

Each Board member will be involved in assessing the Superintendent's job performance on a continuing basis and by completing the formal evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the Superintendent by the Board.

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Careful consideration should be given in assigning assessment ratings. The Superintendent and Board members should be thoroughly familiar with the description of each notation.

The ratings of "1", "2" and "5" must be accompanied by a written justification by the assessor. Ratings of "1" and "2" indicate that improvement is needed, and a growth-improvement plan must be provided to the Superintendent which indicates specific ways to improve the deficient item(s). The rating of "3" is intended to describe the Superintendent who is doing a "good job". It is not a rating that indicates average performance. A person who performs well should be rated a "3" except in those instances where he/she is exceeding the expectations of the board and the job requirements.

The rating of "5" is included to recognize the Superintendent who excels in given areas.

## EVALUATION OF THE SUPERINTENDENT

### RATING CRITERIA

A five point Performance Rating Scale is used to rate the performance of the superintendent in each competency area. The performance rating notations and criteria are as follows:

Performance Rating Scale Number	Performance Rating Notation	Performance Rating Criteria
5	Outstanding Performance	Consistently exceeds expected performance in accomplishing stated objectives and position requirements and manifests a discernable degree of initiative and innovation.
4	High Quality	Exceeds expectations and demonstrates high level performance in accomplishing objectives and position requirements.
3	Professionally Competent	Meets stated objectives and satisfies position requirements in a manner resulting in expected performance.
2	Requires Improvement	Acceptable performance of most position requirements but with a need for improvement in designated areas.
1	Unacceptable	Unsatisfactory. Does not perform at an acceptable level of accomplishment.

**A. RELATIONSHIP WITH THE BOARD**

**In evaluating the Superintendent’s overall relationship with the Board, members of the Board shall consider the following areas:**

1. Oversees the implementation of and adherence to all policies of the Board.
2. Provides professional counsel to the school board and presents suggestions obtained from periodic conferences with professional and lay groups to the board.
3. Advises the Board on the need for new or revised policies.
4. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
5. Develops, in conjunction with the Board, an evaluation tool to appraise the performance of the school system, and informs the board of the results of the evaluation.
6. Performs such other tasks as may from time to time be assigned by the Board.

Comments: \_\_\_\_\_  
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**Overall Rating of the Superintendent’s Relationship with the Board:** \_\_\_\_\_

**B. COMMUNITY RELATIONS**

**In evaluating the Superintendent’s overall relationship with the Community, members of the Board shall consider the following areas:**

1. Attends all meetings of local governing bodies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
2. Meets periodically with parent groups and other civic organizations to discuss goals and objectives of the school system.
3. Effectively controls communications between the school system and the general public, governmental bodies, business, industry and the media, and attempts to improve such communications.

Comments: \_\_\_\_\_  
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**Overall Rating of the Superintendent’s Relationship with the Community:** \_\_\_\_\_

**C. PERSONNEL MANAGEMENT SKILLS**

**In evaluating the Superintendent’s overall Personnel Management skills, members of the Board shall consider the following areas:**

1. Develops/maintains performance standards for all school system employees.
2. Assumes responsibility for assuring that teachers discharge faithfully the duties assigned to them, and that any neglect or violation by teachers of any of the laws or regulations is promptly reported to the board with recommendations for appropriate action.
3. Provides a program of professional development for administrative personnel, designed to increase proficiency in performing responsibilities related to school management and instructional leadership, subject to budget limitations.
4. Provides a program of professional development for teachers, designed to help all teachers increase proficiency in discharging their responsibilities, subject to budget limitations.
5. Provides managerial leadership to staff, including guidance in defining areas of responsibility and delegated authority and promotes good staff morale.

Comments: \_\_\_\_\_  
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**Overall Rating of the Superintendent’s Personnel Management Skills: \_\_\_\_\_**

**D. EDUCATIONAL LEADERSHIP**

**In evaluating the Superintendent’s overall Educational Leadership, members of the Board shall consider the following areas:**

1. Visits and inspects each school in the division and inquires into all matters relating to the management of the school, the course of study, method of instruction, and use of textbooks, and gives particular attention to the conditions of the school buildings.
2. Continually informs the school board on the progress and conditions of the schools.
3. Develops long-range plans concerning the educational progress of the division.
4. Oversees the development of procedures for the assessment of student needs including analysis of standardized test information to assist teachers in recognizing programmatic strengths and weaknesses.

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**Overall Rating of the Superintendent’s Educational Leadership:** \_\_\_\_\_

**E. FINANCE ABILITIES**

**In evaluating the Superintendent's overall Finance abilities, members of the Board shall consider the following areas:**

1. Directs the preparation of the annual school board budget and presents and defends the approved budget before the county commissioners.
2. Operates the school system within the appropriated budget.
3. Makes recommendations concerning capital improvement projects.

Comments: \_\_\_\_\_  
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**Overall Rating of the Superintendent's Finance Abilities:** \_\_\_\_\_

**F. OVERALL LEADERSHIP QUALITIES**

**In evaluating the Superintendent’s overall Finance abilities, members of the Board shall consider the following areas:**

1. Demonstrates personal leadership skill characterized by good judgment and logical thinking.
2. Works toward acquiring new skills and exploring the results of new educational research.
3. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.

Comments: \_\_\_\_\_  
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**Overall Rating of the Superintendent’s Leadership Qualities: \_\_\_\_\_**