

CBI-R**Superintendent's Evaluation Instrument**

(Miami-Yoder School District JT60)

This evaluation instrument includes several dimensions including the specific dimensions of performance as outlined in the Superintendent's Job Description and the Board goals for each year.

The rating scale is based on reasonable expectations of the Board of Education and consists of six options:

- N- insufficient information or observation
- 1- well below expectations
- 2- below expectations
- 3- meets expectations
- 4- above expectations
- 5- well above expectations

Written statements must support ratings of well below expectations or well above expectations.

Each Board member will complete an individual rating and submit the completed form to the Board President. The President will be responsible for reviewing the individual evaluations and compiling the average rating of all Board members. All written comments from individual Board of Education members will be included in the compiled evaluation document.

The Superintendent may request that the individual board member ratings be provided for review during this process.

The Superintendent will receive a draft of the evaluation at the regularly scheduled meeting of the Board in September. The Board will review the draft of the evaluation with the Superintendent during an executive session at, at this meeting.

The final evaluation will be reviewed with the Superintendent during an executive session, at the first regular meeting in October.

Overall Performance Rating		<i>(= the average of Criteria ratings)</i>	
Criteria 1		<i>(Criteria Rating = the average of Sub- ratings)</i>	Rating
Facility Operations: The superintendent of schools shall be responsible for the general management of the schools of the District under the requirements of the State of Colorado and Board policies.			
Sub-Criteria	Rating	Comments	
Knowledge of Requirements: Displays an overall understanding of state and local requirements.	N 1 2 3 4 5		
Facilities Management: Maintains the facility, as a safe and secure environment for the educational and operational needs of the District.	N 1 2 3 4 5		
Operational Management: Establishes and maintains an administrative organization that provides for the effective management of all the essential functions of the District.	N 1 2 3 4 5		

Long/Short Range Planning: Develops and maintains plans to address the long and short-term facility needs of the District.	N 1 2 3 4 5	
Day-to-Day Operations: Provides general management and oversight of the day-to-day operations of the District.	N 1 2 3 4 5	
Criteria 2 <i>(Criteria Rating = the average of Sub- ratings)</i>		Rating
Educational Program: The superintendent is responsible for guiding the development of the educational objectives and programs of the District to fulfill the educational needs of all students.		
Sub-Criteria	Rating	Comments
Knowledge of Requirements: Displays an overall understanding of state and local requirements.	N 1 2 3 4 5	
Program Development: Develops long- and short-range educational objectives for the improvement and growth and of educational activities.	N 1 2 3 4 5	
Program Management: Manages the overall educational process and administrative procedures and controls necessary for the achievement of the educational objectives.	N 1 2 3 4 5	
Program Assessment: Performs regular and systematic evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objective.	N 1 2 3 4 5	
Day-to-Day Operations: Provides general management and oversight to the overall educational process and administrative procedures and controls necessary for the achievement of the educational objectives.	N 1 2 3 4 5	
Criteria 3 <i>(Criteria Rating = the average of Sub- ratings)</i>		Rating
Personnel/Resource Management: The superintendent shall provide overall direction to the activities of the District and its personnel toward the accomplishment of District goals, administer the policies of the Board, conserve the District's assets and resources, and maintain and enhance the District's standing in all its internal and external relationships.		
Sub-Criteria	Rating	Comments
Personnel Management: Develops and maintains policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration.	N 1 2 3 4 5	
Resource Management: Develops and maintains policies and programs for the acquisition and maintenance of the recourses and materials to accomplish the goals of the District.	N 1 2 3 4 5	

Long/Short Range Planning: Develops and maintains plans to address the long and short-term personnel and resource needs of the District.	N 1 2 3 4 5	
External Relationships: Establishes and maintains relationships within and outside the school district to accomplish the goals of the District.	N 1 2 3 4 5	
Community Relations: Maintain a cooperative working relationship between the schools and the community and community agencies.	N 1 2 3 4 5	
Criteria 4 <i>(Criteria Rating = the average of Sub- ratings)</i>		Rating
Financial Management: The superintendent shall provide for the overall management of the District's financial activities in accordance with the requirements of the State of Colorado and Board policies.		
Sub-Criteria	Rating	Comments
Knowledge of Requirements: Displays an overall understanding of state and local requirements.	N 1 2 3 4 5	
Budget Preparations: Directs the development of the annual budget. Provides support data to justify included revenue and expenditures.	N 1 2 3 4 5	
Budget Management: Provides overall management of financial activities and takes appropriate action to insure expenses are kept within budgetary limits.	N 1 2 3 4 5	
Additional Funding: Maintains contact and familiarization with all local, state, federal, and philanthropic programs that could provide financial assistance to the District.	N 1 2 3 4 5	
Contracting: Maintains and implements procedures for contracting goods and services required by the District.	N 1 2 3 4 5	
Criteria 5 <i>(Criteria Rating = the average of Sub- ratings)</i>		Rating
Personal: The superintendent shall serve as a representative of the District and the community at local, state, and national levels.		0 1 2 3 4 5
Sub-Criteria	Rating	Comments
Timeliness: Prompt to meetings and timely with information?	N 1 2 3 4 5	
Availability: Available to students, staff, and public?	N 1 2 3 4 5	
Organization: Develops personal goals, informed on subject, etc?	N 1 2 3 4 5	

<u>Dependability:</u> Completes the job promptly and accurately?	N 1 2 3 4 5	
<u>Communication Skills:</u> Presents clearly and accurately?	N 1 2 3 4 5	
<u>Self Improvement:</u> Takes advantage of educational opportunities?	N 1 2 3 4 5	

ADOPTED: February 12, 1986
 REVISED: November 13, 2002
 REVISED: January 16, 2008
 REVISED: March 8, 2012