





















# GSBA Example Superintendent Evaluation Instrument

## Georgia School Boards Association

### Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

### Comments

Example

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7/1/2014 - 6/30/2015

Georgia School Boards Association

## Goal IV. Strategic Planning and District Assessment

### Description

The superintendent will provide recommendations to the board reflecting collaboration with the community and staff that jointly results in defining the system's beliefs, vision, mission, strategic goals, performance objectives, performance measures and targets for improving student achievement and organizational effectiveness in a formally adopted system strategic plan.

**As agreed upon by the governance team, the superintendent will...**

{Note: Governance team agrees on the evidence needed to evaluate indicators}

Indicator(s)	
<b>I. Provide leadership to the strategic planning process and recommends board action to adopt a system's strategic plan.</b>	
<b>Evidence</b>	
	<ol style="list-style-type: none"><li>1. A system strategic plan is developed and recommended for board action.</li><li>2. Review of the board agenda item and meeting minutes recommending the adoption of the system's strategic plan.</li></ol>
<b>II. Implement administrative plans for monitoring and reporting the status of meeting the performance objectives, performance measures/targets, and effectiveness that is aligned with the school system's strategic plan.</b>	
<b>Evidence</b>	
	<ol style="list-style-type: none"><li>1. Periodically, but a least quarterly, monitoring reports will be shared with the board and stakeholders.</li><li>2. The superintendent will provide training to the board on the district assessments utilized in achieving the strategic plan goals on student achievement.</li><li>3. At least annually, assist the governance team in reviewing the progress attained and suggest improvements needed in the system strategic plan.</li></ol>
<b>III. Effectively employ various assessment processes for gathering, analyzing and using data for decision making by the governance team.</b>	
<b>Evidence</b>	
	<ol style="list-style-type: none"><li>1. Program and operational audits, data reports and recommendations to the board, which resulted in continuous improvements in the strategic</li></ol>

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Indicator(s)
plan goals and system organizational effectiveness, are documented by the superintendent.
<b>IV. Develop a communication plan or processes for sharing strategic plan goals, strategies, and performance measures with all stakeholders.</b> <b>Evidence</b> <ol style="list-style-type: none"><li>1. The superintendent will provide data reports on the implementation of the strategic plan to stakeholders.</li><li>2. The superintendent annually develops and communicates a System Annual Report to stakeholders.</li></ol>

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### Goal V. Efficient/Effective Program Management

#### Description

The superintendent will recommend, implement and monitor a fiscal year budget that adheres to State law provisions, local board policies and that is consistent with state approved accounting principles.

**As agreed upon by the governance team, the superintendent will...**

{Note: Governance team agrees on the evidence needed to evaluate indicators}

Indicator(s)
<p><b>I. Work with the board to coordinate, develop and recommend the proposed tentative budget following the budget development processes and timelines to meet state and local requirements.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. The governance team participates annually in a review session covering local budget processes and budgetary forecasting.</li><li>2. The superintendent is compliant in developing and recommending the tentative budget with state board rules and local board budgetary policies.</li><li>3. A local system budget is recommended for board action and adopted.</li><li>4. The superintendent provides budgetary information to community stakeholders.</li></ol>
<p><b>II. Administer the approved budget within board established policies, including but not limited to: balanced budget requirements, spending level authorizations and permissions, deficit spending restrictions, establishment of special funds, and reserve requirements and recommend budget amendments when necessary.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. Monthly and as needed, financial budget reports are submitted for board review by the superintendent.</li><li>2. Financial and operational program reports are provided by the superintendent for board review.</li><li>3. The superintendent responds to all fiscal and program audits and provides reports to the board.</li><li>4. Fiscal year budget amendment recommendations are recorded in board meeting minutes.</li><li>5. The superintendent is in compliance with the local board budgetary policies and the policies are updated to be in compliance with state</li></ol>

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Indicator(s)
board rules and state laws.
<b>III. Monitor and evaluate system operational programs to determine their cost effectiveness. {for example, but not limited to, instructional-maintenance-transportation-food service operations}</b> <b>Evidence</b> <ol style="list-style-type: none"><li>1. All budget allocations in adopted budget are managed and monitored.</li><li>2. Program effectiveness evaluation reports are provided by the superintendent to the board.</li><li>3. Federal/State/Local program audit exceptions are noted and addressed by superintendent with reports to the board where applicable.</li></ol>

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### Goal VI. Climate, Culture, and Stakeholder Engagement

#### Description

The superintendent will seek input from identified stakeholders, {i.e. parents, individuals, groups, agencies, committees, and organizations}, to actively support and maintain school/system environments that are safe, productive for student learning and quality teaching.

**As agreed upon by the governance team, the superintendent will...**

{Note: Governance team agrees on the evidence needed to evaluate indicators}

Indicator(s)
<p><b>I. Demonstrate respect, cooperation and communications in professional relationships with the board and individual board members, staff and community.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. Reports of Internal and External surveys conducted by the superintendent with staff and community are shared with the board.</li><li>2. Interaction and two-way communication processes with the board, individual board members, staff and community are identified and utilized.</li><li>3. Reports are periodically provided by the superintendent.</li></ol>
<p><b>II. Create an atmosphere of trust and mutual respect with staff and community.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. A communication plan is recommended and properly executed that supports clear two-way communications with stakeholders, staff and community.</li><li>2. Superintendent reports on the monitoring of the school system's performance in analyzing, addressing and resolving issues/concerns raised by stakeholders, staff and community.</li><li>3. The superintendent conducts herself/himself in an ethical and professional manner as prescribed by the Professional Standards Commission.</li><li>4. School system's website is updated and provides communication avenues to receive staff and community input and to share strategic plan data reports with stakeholders.</li></ol>
<p><b>III. Recognize and protect the chain of command concept.</b></p> <p><b>Evidence</b></p>

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Indicator(s)
<ol style="list-style-type: none"><li>1. District Organizational Charts are developed and posted for community review.</li><li>2. Superintendent reports are shared with the board demonstrating resolutions of stakeholders' concerns following the established chain of command process.</li></ol>
<p><b>IV. Assist the board to provide leadership and training to school councils.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. The superintendent will work with the school council and organize training for the council. {If a system charter school council, training will be provided as per approved charter.}</li><li>2. Review of school council meeting minutes.</li></ol>
<p><b>V. Develop and implement a System Safety Plan in which individual school safety plans are aligned.</b></p> <p><b>Evidence</b></p> <ol style="list-style-type: none"><li>1. The superintendent annually reviews with the governance team the system Safety Plan and highlights updates.</li><li>2. Data reports are provided by superintendent for each school on their practice implementation drills contained in the school's safety plans.</li></ol>

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Board Chair

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Superintendent

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