

## **SUPERINTENDENT OF SCHOOLS EVALUATION INSTRUMENT**

In assessing the status of each objective, School Committee members should consider the intent of the objectives and the criteria for measuring performance. School Committee members may not have observed some of the indicated criteria or may have observed other indicators not listed. In either case, member's judgment should be made on what they have observed.

### **PERFORMANCE OBJECTIVES**

#### **A. RELATIONSHIPS WITH THE SCHOOL COMMITTEE**

1. Keeps the School Committee informed on issues, needs and operation of the school system.
2. Offers professional advice to the School Committee on items requiring School Committee action, with appropriate recommendations based on thorough study analysis.
3. Interprets, supports and executes the intent of all School Committee policy.
4. Seeks and accepts constructive criticism of his/her work.
5. Has a professional working relationship with the School Committee.
6. Encourages and demonstrates efforts to kept the lines of communication open between the staff, administration, School Committee and students.

COMMENTS:

#### **B. COMMUNITY RELATIONS**

1. Maintains community respect and support for the school operation.
2. Solicits input and opinions from all groups and individuals.
3. Develops friendly and cooperative relationships with news media.

COMMENTS:

#### **C. STAFF AND PERSONNEL RELATIONSHIPS**

1. Develops and executes sound personnel procedures and practices.
2. Develops good staff morale.
3. Treats all personnel fairly, while insisting on performance of duties.
4. Delegates authority to staff members appropriate to the position each holds.
5. Recruits and assigns the most qualified personnel in terms of their competencies.
6. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation and implementation.
7. Evaluates performance of staff members, giving commendation for good work, as well as constructive suggestions for improvement.

8. Takes an active role in the development of collective bargaining agreements for the classroom teaching staff.

COMMENTS:

D. EDUCATIONAL LEADERSHIP AND CURRICULUM MANAGEMENT

1. Maintains liaison with state and federal legislators in an effort to accomplish legislation beneficial for the educational system.
2. Understands and keeps informed regarding all aspects of the instructional program.
3. Maintains active memberships in professional organizations.
4. Resourcefully visualizes and analyzes new ideas, methods and products.
5. Participates with staff, School Committee, School Councils and the community in studying and developing curriculum improvement.
6. Organizes a planned program of staff evaluation and improvement.
7. Utilizes the abilities and talents of the entire professional staff and lay people of the community.
8. Identifies problems and develops solutions.
9. Inspires others to achieve the highest professional standards.
10. Promotes the philosophy that the Hull Public Schools are operated for the benefit of all of the children of Hull, not for the School Committee, administrators, teachers or parents.

COMMENTS:

E. BUSINESS, FISCAL AND FACILITIES MANAGERMENTS

1. Keeps informed on needs of the school program, facilities, equipment, and supplies.
2. Supervises operations, insisting on competent and efficient performance.
3. Determines that funds are spent wisely and that adequate control and accounting are maintained.
4. Evaluates financial needs and makes recommendations for adequate financing to the Hull School Committee.
5. Presents and defends the budget to the Hull Advisory Committee based on the system's needs, desires and financial ability of the Hull community.
6. Develops and executes sound action relative to the safe and orderly maintenance of all facilities.
7. Plans and implements facility upgrading in a timely fashion and planned in conjunction with the Hull Finance Committee, Town Manager, Board of Selectmen and the Hull community.

COMMENTS:

F. PERSONAL QUALITIES

1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
2. Earns respect and standing among his/her professional colleagues.
3. Demonstrates his/her ability to work well with individuals and groups.
4. Exercises sound professional judgment and democratic process in arriving at decisions.
5. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position.
6. Maintains poise and emotional stability in the full range of his/her professional activities.
7. Presents appropriate professional appearance.
8. Communicates effectively in dealing with staff members, the School Committee, parents, students and the public.
9. Completes tasks in a timely manner, possessing good management skills.

10. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events.
11. Maintains his/her professional development by reading, conference attendance, work on professional committees, visiting other districts, and meeting with other Superintendents.

COMMENTS:

G. SYSTEM PLANNING AND IMPROVEMENT

1. Demonstrates understanding and skill in design and implementation of educational system-wide change.
2. Implements, maintains and monitors improvements throughout the system.
3. Evaluates systematic mobilization, implementation and monitoring of systematic change.

COMMENTS:

H. CLOSING THOUGHTS

Any additional comments may be stated here.

COMPOSITE EVALUATION

I. INTRODUCTION

II. RECOMMENDATIONS

III. COMMENDATIONS

IV. CONCLUSION

*Adopted: 5/2004*

*First reading 2010 revision: December 20, 2010*

*Second reading: January 10, 2011*

*Adoption: January 24, 2011*

*Proposed reconsideration: January, 2016*

**Hull Public Schools**