

## **ADMINISTRATIVE PERFORMANCE POLICY**

The Superintendent of School District 14-J shall have a formal written appraisal by the Board of Trustees not less than annually. The primary purpose of such an appraisal will be the improvements of performance. A secondary purpose may be that of determining re-employment or termination in order that a Superintendent of high caliber may be employed by the School District.

### **PROCEDURE FOR PERFORMANCE APPRAISAL**

1. Each Board of Trustee member shall complete a performance evaluation form.
2. During the course of a regular Board meeting, the Chairman of the Board of Trustees shall call an executive session to discuss the Superintendent's performance appraisal.
3. As a result of this discussion, the Chairman of the Board shall be signed by the Chairman on the behalf of the Board Trustees.
4. A conference shall then be held with the Superintendent. At this time the Board shall present and discuss the performance appraisal of the Superintendent.
5. At the end of the conference, the Superintendent shall sign the performance appraisal.
6. If any formal action to not renew the Superintendent's contract is necessary, such action will follow the provisions of the School Laws of Montana.

### **KEY FOR RATING SCALE: 5 being the highest: 1 being the lowest**

- (NK) No knowledge. Unable to evaluate.
5. Performance far exceeds job requirements.
  4. Performance is above average.
  3. Performance is satisfactory.
  2. Action school be taken to improve performance.
  1. Performance does not meet job requirements.

HOT SPRINGS SCHOOL DISTRICT 14-J  
SUPERINTENDENT EVALUATION

	5	4	3	2	1
<b>PERSONAL CHARACTERISTICS</b>					
APPEARANCE APPROPRIATE FOR THE OCCASION					
TEMPERAMENT, TACTFULNESS AND SELF CONTROL					
DEPENDABILITY					
PUNCTUALITY					
ACCEPTS CONSTRUCTIVE CRITICISM					
CO-OPERATIVE					
JUDGEMENT (EX. SAFETY)					
SEEKS OUT CONTINUING EDUCATION OPPORTUNITIES					
WILLINGNESS TO SPEND TIME TO GET JOB DONE					
OVERALL LEADERSHIP QUALITIES					
COMMENTS					
<b>ADMINISTRATIVE AND FACILITY MANAGEMENT</b>					
PROVIDES FOR ADEQUATE MAINTENANCE OF FACILITIES					
DOES SCHEDULING OF EFFICIENT USAGE OF RESOURCES					
MEETS DEADLINES					
MAINTAINS SUPERVISORY CONTROL OF PERSONNEL					
MAINTAINS REQUIRED RECORDS					
KEEPS THE DISTRICT IN COMPLIANCE WITH LAWS					
KEEPS THE DISTRICT CURRENT WITH POLICIES					
COMMENTS					
<b>INSTRUCTION</b>					
EMPHASIS ON INSTRUCTION QUALITY					
KEEPS CURRENT ON CURRICULUM DEVELOPMENT					
MONITORS PROGRESS IN CLASSROOMS					
CURRENT ON TESTING REQUIREMENTS (NCLB)					
ADVOCATE FOR MAXIMUM STUDENT ACHIEVEMENT FOR ALL ABILITY LEVELS.					
PROMOTES POSITIVE LEARNING ENVIRONMENT					
COMMENTS					
<b>PUBLIC RELATIONS</b>					
INFORMS AND INTERPRETS THE POLICIES, GOALS, PROGRAMS AND NEEDS TO THE PUBLIC					
INFORMS THE PUBLIC OF ACCOMPLISHMENTS OF SCHOOL					
FOSTERS A POSITIVE IMAGE FOR THE SCHOOL DISTRICT					
PARTICIPATES IN APPROPRIATE COMMUNITY EVENTS					
COMMENTS					

HOT SPRINGS SCHOOL DISTRICT 14-J  
SUPERINTENDENT EVALUATION

	5	4	3	2	1
<b>FINANCIAL</b>					
PRACTICES PRUDENT FISCAL DISCIPLINE AND OPERATIONAL ECONOMY					
SEEKS AND DEMONSTRATES KNOWLEDGE OF SCHOOL FINANCE					
PREPARES AND PRESENTS INFORMATIONAL BUDGET					
PROVIDES TIMELY AND ACCURATE FINANCIAL INFO TO THE BOARD AND THE PUBLIC					
COMMENTS					
<b>STAFF RELATIONS</b>					
PROMOTES POSITIVE MANAGEMENT-EMPLOYEE RELATIONSHIPS					
ACCESSIBLE TO EMPLOYEES					
DEALS FAIRLY WITH EMPLOYEE PROBLEMS					
PROVIDES FAIR, ACCURATE AND TIMELY EMPLOYEE EVALUATIONS					
ADMINISTERS APPROPRIATE EMPLOYEE DISCIPLINE					
PROVIDES LEADERSHIP TO ACHIEVE HIGH MORALE AND PERFORMANCE					
ENCOURAGES STAFF DEVELOPMENT					
COMMENTS					
<b>BOARD RELATIONS</b>					
PREPARES WELL FOR BOARD MEETINGS					
PROVIDES AMPLE INFO TO BOARD MEMBERS					
RESPONSIVE TO BOARD CONCERNS					
ANSWERS BOARD QUESTIONS PROMPTLY					
IMPARTIAL TO INDIVIDUAL BOARD MEMBERS					
PROMOTES HARMONIOUS WORKING RELATIONSHIPS					
RECOMMENDS APPROPRIATE POLICY CHANGES					
IMPLEMENTS BOARD ACTION IN A TIMELY MANNER					
COMMUNICATES PROBLEMATIC ISSUES WHEN POSSIBLE					
WORKS WITH BOARD TO ESTABLISH GOALS FOR DISTRICT					
COMMENTS					
<b>STUDENT RELATIONS</b>					
ACCESSIBLE TO STUDENTS AND PARENTS					
ATTENDS STUDENT FUNCTIONS					
ACKNOWLEDGES STUDENT ACHIEVEMENT					
COMMUNICATES TO PUBLIC STUDENT ACHIEVEMENT					
ADMINISTERS APPROPRIATE STUDENT DISCIPLINE					
COMMENTS					

HOT SPRINGS SCHOOL DISTRICT 14-J  
SUPERINTENDENT EVALUATION

	5	4	3	2	1
<b>OVERALL RESULTS</b>					
LEADERSHIP PROVIDED FOR HIGHER STUDENT ACHIEVEMENT					
LEADERSHIP PROVIDED FOR HIGHER STAFF MORALE AND RESULTS					
HAS THE MISSION STATEMENT FOR HOT SPRINGS SCHOOLS COME CLOSER TO FRUITION OVER THE LAST YEAR?					
<b>AREAS OF DEMONSTRATED IMPROVEMENT</b>					
<b>AREAS OF SUGGESTED IMPROVEMENT</b>					
<b>ADDED COMMENTS</b>					

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Superintendent Signature

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date

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Board Chair Signature

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date