

**Creighton Community Schools  
Superintendent Evaluation  
Adopted:**

**Name:**

**Date of Completion:**

**Evaluation Process - Timelines are based upon the Superintendent's contract**

1. Review of progress on superintendent's goals for the school year
  - a. **Will occur as needed throughout the school year**
  
2. Superintendent provides a copy of his/her self-evaluation with detailed comments to each board member. The evaluation instrument will be provided to all board members for them to complete.
  - a. **November board meeting**
  
3. The Board President receives and compiles results. The Board President and Superintendent review the compiled results.
  - a. **Prior to December meeting**
  
4. The approval of the evaluation will be placed on the December agenda. Discussion at the meeting will include identification of strengths and the possibility of assigning a committee to develop goals with the superintendent to address areas for improvement.
  - a. **December meeting**
  
5. The Board will consider contract extension as per the Superintendent Contract.

**\*Place an "X" in appropriate box for your rating.**

**Component 1 – Educational Leadership**

Indicator	3 – Exceeds	2 – Meets	1 – Needs Improvement	N/A
Follows all board policy and NDE policy in regards to curriculum, assessment, and instruction.				
Oversees the establishment and effectiveness of the school improvement team. A research-based process is used and effectively uses data to make goal and action plan determinations				
Conducts a continuous evaluation of the development and needs of curriculum and instruction and provides staff with effective staff development and support as needed.				
Attends local and state conferences and workshops to continue to grow as an educational leader.				
Leads and/or supervises the recruitment and selection of classified and certified instructional staff members.				
Evaluates the principal, elementary teachers, and other staff members. Provides valuable feedback and support.				
Implements and promotes educational practices that emphasizes student growth in all areas – academically, socially, and emotionally.				

**Comments:**

**Component 2 – Staff Relations**

<b>Indicator</b>	<b>3 – Exceeds</b>	<b>2 – Meets</b>	<b>1 – Needs Improvement</b>	<b>N/A</b>
<b>Superintendent is visible within the school and at school activities.</b>				
<b>Leads and supervises the appointment and assignment of all school district personnel (classified, certified, and extra duty).</b>				
<b>Builds positive, meaningful relationships with staff members.</b>				
<b>Responsive to requests for support and resources. Seeks out this information from others.</b>				
<b>Provides effective support and effective feedback during the evaluation process.</b>				
<b>Promotes a positive, supportive climate while also demanding the best efforts of everyone in the school.</b>				

**Comments:**

**Component 3 – Public Relations**

Indicator	3 – Exceeds	2 – Meets	1 – Needs Improvement	N/A
Assumes the responsibility of maintaining positive relationships between all members of the school district and the general public.				
Implements an effective district communication plan that includes communication with families and community members.				
Effectively utilizes all communication tools, including local news outlets, to share positive stories within our district.				
Maintains accessibility and visibility within the community while also serving as a spokesperson for the district.				
Superintendent works to connect students and families with local resources as needed.				
Superintendent has joined at least one community organization.				

Comments:

**Component 4 – Board of Education Relations**

Indicator	3 – Exceeds	2 – Meets	1 – Needs Improvement	N/A
Provides important information to all board members in a timely manner.				
Works with board president to develop and lead board and committee meetings.				
Ensures that all board policies are followed and updated as needed.				
Ensures that all board members are heard and valued.				
Provides pertinent data to help board members make well-informed decisions in the best interest of our district.				
Superintendent is an effective liaison between the board and school personnel.				
Promotes a positive culture with board relations and during board meetings.				

Comments:

**Component 5 – Finance and Facilities Leadership and Management**

<b>Indicator</b>	<b>3 – Exceeds</b>	<b>2 – Meets</b>	<b>1 – Needs Improvement</b>	<b>N/A</b>
<b>Develops a positive working relationship with business manager in fiscal planning and management of the budget.</b>				
<b>Completes preparation of the annual budget and seeks out input and guidance as needed. Provides board members with pertinent information needed to discuss the annual budget development and approval.</b>				
<b>Ensures that funds are spent wisely and will provide an appropriate return on investment.</b>				
<b>Works with maintenance staff to identify areas of need within the building and grounds. Develops a plan to address the needs and delegates tasks effectively and as needed.</b>				
<b>Ensures all facilities are well-maintained and a source of pride for our community.</b>				

**Comments:**

**Component 6 – Personal Qualities**

<b>Indicator</b>	<b>3 – Exceeds</b>	<b>2 – Meets</b>	<b>1 – Needs Improvement</b>	<b>N/A</b>

<b>Superintendent builds positive relationships with students, staff, families, board of education members, and community members.</b>				
<b>Maintains high standards of ethics, honesty, and integrity in all matters.</b>				
<b>Is cordial, patient, personable, and sensitive to stakeholder needs and concerns.</b>				
<b>Maintains professional development by reading, course work, conference attendance, professional committees, networking with state colleagues, etc.</b>				
<b>Utilizes effective problem-solving techniques and remains calm in stressful situations.</b>				
<b>Communicates effectively</b>				

**Comments:**

**Superintendent Self-Evaluation Summary**

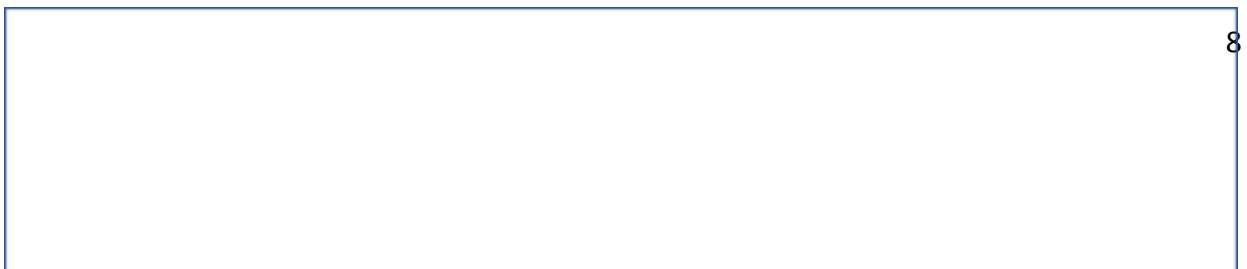
**Strengths**

**Areas for Improvement**




**Board of Education: Summative Evaluation Summary**

**Strengths**



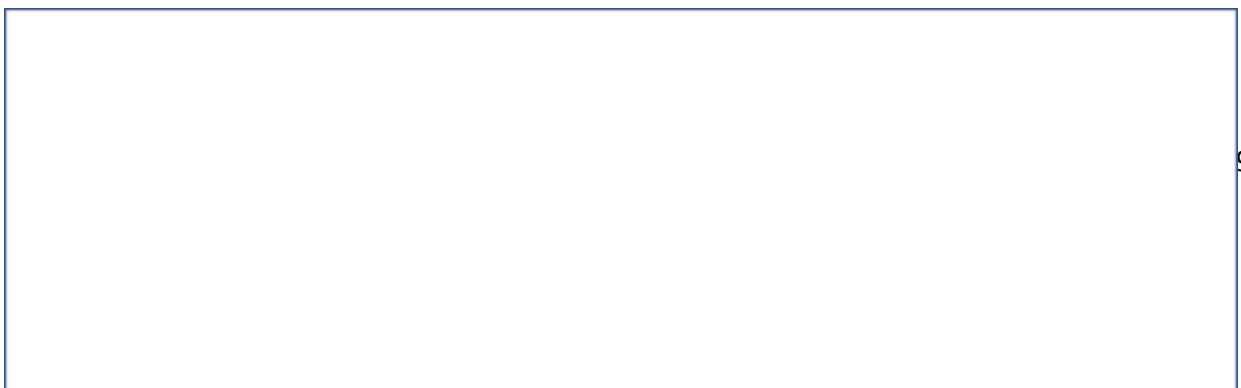


**Areas for Improvement**



**Action Plans and Signatures**

**Board of Education – Proposed action plans (if needed)**



\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date