



File CDD-E1

EVALUATION OF THE SUPERINTENDENT(S)
OBSERVATION FORM

Name _____

Position _____

Evaluator _____

Please check the appropriate box opposite each statement which best indicates your reaction as follows:

Section I: Board Relations and Responsibilities

Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Establishes and maintains a strong working relationship with the Board					
2	Provides ample information to enable Board to make decisions					
3	Implements Board policies					
4	Keeps the Board informed on school operations and Division personnel					
5	Prepares clear concise reports					
6	Accepts direction from the Board					
7	Treats Board members with respect					
8	Assists the Board in the development of long range plans					

Comments on strengths and weaknesses:



File CDD-E1

Section II: Fiscal and Facilities Management
Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Is involved in budget preparations and management					
2	Allocates resources effectively					
3	Employs staff within established budgetary limits and guidelines					
4	Is fiscally accountable for managing budgets for which he/she is responsible					
5	Works cooperatively with the Secretary-Treasurer's department staff					

Comments on strengths and weaknesses:

Section III: Superintendent/Staff Relationships
Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Exhibits strong interpersonal skills					
2	Exhibits a sense of justice and fair play					
3	Works at establishing good staff morale					
4	Unites people towards common goals					
5	Involves staff in decision making					

Comments on strengths and weaknesses:



File CDD-E1

Section IV: Educational Leadership
Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Monitors effectiveness of instructional programs					
2	Involved in planning in-service and staff development					
3	Is knowledgeable of curriculum and instructional trends					
4	Exhibits a clear educational philosophy					
5	Promotes and encourages student excellence					
6	Promotes and encourages staff excellence					
7	Maintains a supervisory program in assessing the performance of divisional employees					

Comments on strengths and weaknesses:

Section V: Personal and Professional
Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Handles tough situations					
2	Is well organized					
3	Manages difficult personnel issues successfully					
4	Exhibits enthusiasm for work					
5	Promotes own professional growth					
6	Is respected by colleagues and community					
7	Is a good role model					

Comments on strengths and weaknesses:



File CDD-E1

Section VI: Communications and Public Relations
Criteria -

Rating		Evaluation Terms				
		Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1	Communicates effectively, orally and in writing					
2	Handles the media effectively					
3	Maintains working relationship with Manitoba Education, Citizenship and Youth					
4	Maintains working relationship with local Teachers' Association					
5	Reflects the Board's position on issues (Superintendent)					
6	Communicates with the public					

Comments on strengths and weaknesses:

 Name(s)

 Date

I acknowledge receipt of a copy of this report.

 Signature

 Date