



File CDD-E2

SUPERINTENDENT/EVALUATION
OBSERVATION FORM

Name: _____ **Position:** _____

Rating	Evaluation Terms	
4	Commendable	Exceeds normal standard
3	Acceptable	Meets standards
2	Needs Improvement	Performance needs to be upgraded to meet standards
1	Unsatisfactory	Fails to meet standards
	N/A	Insufficient knowledge on which to evaluate

A. Personal Responsibilities

Number Rating	Task
	Enthusiastic about work
	Attends and contributes to professional meetings
	Accepts constructive criticism
	Accepts Board/Administrative decisions and works enthusiastically toward achieving goals even though they may not conform to personal opinions
	Gives full consideration of majority and minority opinions
	Takes advantage of opportunities for professional growth that are available beyond the requirements of the Division
	Shows the initiative required of a person in this position

Comments:

B. Administrative and Professional Responsibilities

Number Rating	Task
	Effectively delegates authority for the betterment of the operation of the Superintendent's/Secretary-Treasurer's department
	Organizes subordinates for maximum efficiency and effectiveness
	Assumes the leadership for the overall morale of the group
	Allows flexibility to guide relations with staff and the public
	Interprets and enforces the School Division's policy in the area of responsibility
	Assists in planning the staff's professional growth program and encourages participation in in-service education programs
	Views the activities of the classroom and the school of primary importance to the School Division
	Provides assistance toward helping staff members to improve
	Is receptive to new ideas
	Involves subordinates in the decision-making process where appropriate
	Is willing to make decisions which may be unpopular yet be best for the overall service to education
	Reports and proposals are accurate, complete and objective (type that can be relied upon)
	Maintains adequate reports and records on the operation of the Superintendent's/Secretary-Treasurer's department
	Communicates pertinent information to administrators, teachers and the public
	Accepts the fact that his department is a unit in the total school system and that it cannot be operated independently or always receive the first consideration
	Attempts to see the overall or total picture
	Is punctual at meetings and with reports



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Number Rating	Task
	Is regular in attendance at meetings where presence is expected
	Is willing to give services beyond minimum requirements to School Division activities
	Is willing to accept advice and suggestions from others
	Does systematically supervise and evaluate staff utilization of supplies and care of equipment and facilities
	Does abide by Division policy and philosophy in daily work and activities
	Exerts leadership and assists in developing philosophy, policy, and activities within the framework of the School Division
	Insures proper communication and articulation among all the departments and schools of the Division

Comments:

C. Community Responsibilities

Number Rating	Task
	Promotes constructive relationships between the School Division and the community
	Constructively interprets the School Division program and the policies to the community when the occasion arises
	Is professionally ethical in all relationships
	Encourages good professional ethics in others
	Keeps the Board (Superintendent) and community informed concerning the School Division programs

Comments:



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D. Instructional Supervision

Number Rating	Task
	Assists Principals in establishing meaningful goals, objectives and concepts
	Assists Principals in evaluating their administration
	Regularly visits schools
	Plans with appropriate staff for more effective programming
	Assists and encourages Principals to adjust their educational program to individual pupil needs and abilities
	Assists Principals in using community resources in their instructional program
	Assists Principals in providing a school atmosphere conducive to good learning

Comments:

E. Physical Traits

Number Rating	Task
	Personal appearance is neat and appropriate
	Speaks clearly
	Uses correct grammar
	Attempts to correct personal habits and mannerisms which detract from effective leadership

Comments:

F. Emotional Traits

Number Rating	Task
	Is able to meet frustration without becoming hostile toward teachers, students, administrators, parents and others
	Shows a genuine respect, concern and warmth for others and a sympathetic understanding of individual problems of both students and adults
	Is open-minded, happy and tolerant in a personal outlook on life
	Is able to work effectively with others
	Is patient

Comments:



G. Staff Relationships

Number Rating	Task
	Treats the staff with respect due other professionals
	Staff feels free to approach on any matter of concern
	Recognizes in general and in particular those departments and staff members whose performance has been outstanding
	Admonishes privately those staff members whose performance is not acceptable
	Uses discretion and consideration in speaking of the School Division and colleagues
	Assumes leadership in solving School Division problems when the opportunity presents itself

Comments:

SUMMARY OF PERFORMANCE FACTOR GUIDE *(Check one)*

- _____ Commendable
- _____ Acceptable
- _____ Needs improvement
- _____ Unsatisfactory

Comments:

Name(s)

Date

I acknowledge receipt of a copy of this report.

Signature

Date