



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:



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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