

WEST CHESTER AREA SCHOOL DISTRICT
Superintendent Performance Evaluation

Part A:

INSTRUCTIONS Eight broad areas of responsibility are defined below. In the block provided for each area, give a number score (0-4 as defined below) which best summarizes your evaluation of performance level in that area.

Definitions of Performance Levels

Consider the following definitions of relative ratings in evaluating the Superintendent’s performance:

- EXEMPLARY: (3.0 – 4.0) Performance in the specific duty or responsibility is more than accepted norms. The results and objectives achieved exceed the standards for acceptable performance.
- PROFICIENT: (2.0 – 2.9) Performance in the specific duty or responsibility is fully acceptable. The results and objectives achieved meet the standards for acceptable performance.
- PROGRESSING: (1.0 – 1.9) Performance in the specific duty or responsibility is slightly less than acceptable. The results and objectives achieved fall slightly short of the standards for acceptable performance. A rating of marginal requires a written comment indicating the reason(s) for this rating.
- UNSATISFACTORY (0 - .9) Performance in the specific duty or responsibility is totally unacceptable. The results and objectives achieved fall substantially short of the standards for acceptable performance. A rating of unsatisfactory requires a written comment indicating the reason(s) for this rating.

Areas of Responsibility	Performance Levels			
1. Overall Operation of School District	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Plans and initiates programs and policies concerning the organizational, operational and educational function of the District as directed by the Board with ultimate responsibility for the execution of these programs and policies.				
Takes all reasonable steps to ensure adherence to Board policies and District procedures.				
Reviews, and where appropriate, makes recommendations to alter Board policy and District procedures.				
Assists the Board in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the District.				
Takes discretionary action in any matters not covered by Board policy and reports such actions to the Board with recommendations for policy as necessary in order to provide guidance in the future.				
2. Relationships with the Board	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Keeps the Board informed by written and oral reports as to the operation and needs of the District.				
Attends all regular, special, and workshop meetings of the Board of Education.				
Provides accurate information from administrators to Board committees.				
Offers recommendations on items requiring Board action with appropriate back-up information.				
Treats all board members alike.				

Areas of Responsibility	Performance Levels			
3. Community Relations	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Serves as the official spokesperson for the District in providing information to the Board, district employees, the community and other outside groups/agencies on matters affecting the operation of the District.				
Keeps community informed of programs and events.				
Uses the news media effectively and develops a professional relationship with media representatives.				
4. Staff Relations	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Directs the daily operation of the District schools by organizing, supervising and coordinating the District staff.				
Communicates directly, or through delegation, all personnel actions by the Board to all employees and receives from employees communication to be made to the Board.				
Motivates the staff positively by treating all personnel fairly, encouraging participation in planning, curriculum development and policy preparation, and giving praise for good work.				
Delegates authority to staff members appropriate to the position each holds and ensures that authority is effectively carried out.				
Works cooperatively with the leaders of the employee associations while representing the best interest of the Board and the District.				
5. Curriculum/Assessment	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Develops effective staff development programs that are linked to the strategic plan and Board goals for the District.				
Ensures that District students have equal access to appropriate educational programs, including pupil personnel, extracurricular activities and other supplemental programs deemed necessary.				
Oversees a timely review of all curricular areas required by law as well as other subjects the Board may require and makes recommendations to the Board for the improvement of curriculum.				
Makes recommendations regarding the needs for instructional and non-instructional materials and equipment and recommends plans for improvements, alterations or other changes in the buildings or surrounding grounds.				
Interprets and/or supervises the implementation of all Federal and State laws relevant to education.				
6. Human Resources	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Arranges for the systematic evaluation of staff by responsible administrators.				
Recommends the employment of, assigning and supervising the work of all employees. Recommends promotion, salary changes, demotion or discharge of any employees rendering unsatisfactory service.				
Provides for appropriate methods of teaching, supervision and administration in the schools as he deems necessary and reports to the Board any insufficiencies that are found.				
Takes active role in the development of salary and fringe benefit schedules for all personnel and recommends to the Board the levels which, within budgetary limitations, will best serve the interests of the district.				
7. Business, Finance and Facilities	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Establishes internal administrative operational procedures, rules and regulations relating to personnel, collective bargaining, financial disbursements and accounting requirements, equipment/facilities operation and use, food service and staffing requirements.				
Recommends to the Board any major changes in time schedules to be used in the schools.				

Areas of Responsibility	Performance Levels			
7. Business, Finance and Facilities (continued)	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Directs the development of and makes recommendations for the yearly operating budget on a timely basis that reflects the needs of the District and the use of District assets and resources.				
Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.				
Maintains directly or through delegation adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population and scholastic records which are required by law and Board policy.				
Monitors and makes recommendations regarding facilities, and the needs of the school district.				
Assures that the district facilities are well maintained and utilized, that their appearance is exceptional, and that they are at all times functional and safe.				
8. Personal Qualities	0-.9	1.0-1.9	2.0-2.9	3.0-4.0
Maintains appropriate standards of ethics, honesty, and integrity in all personal and professional matters.				
Exercises good judgment, devotes time and energy effectively, maintains poise and emotional stability in the full range of professional activities.				
Demonstrates an ability to work well with individuals and groups and demonstrates a sense of fairness and good judgment in decision making. Maintains the respect of others.				

Comments, Suggestions for Improvement, Commendations:

Part A: Scoring for base salary increase

Total all points assigned: _____

Part B: Scoring for variable pay based on the following goals:

1. Student Achievement
2. Professional Development
3. Fiscal Responsibility
4. Communications

Total all points assigned: _____