

Topeka Public Schools
Superintendent Evaluation Individual Response Form

Superintendent:

Date of Review:

Board Director:

Performance Period:

Part 1: Priority Performance Goals						
<i>Rating Scale:</i>	<i>E</i> <i>Exceptional</i> <i>Progress exceeds expectations</i>					
	<i>P</i> <i>Proficient</i> <i>Progress meets expectations</i>					
	<i>N</i> <i>Needs Improvement</i> <i>Progress is insufficient</i>					
<i>Directions:</i>	<ol style="list-style-type: none"> 1. Rate the progress toward each goal using the above scale. 2. Use the "comments" section to support your rating. 					
Performance Goal 1	Goal Statement <ol style="list-style-type: none"> 1. Action Step 2. Action Step 3. Action Step 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Performance Goal 2						
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Performance Goal 3						
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Performance Goal 4						

Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Performance Goal 5						
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Part 2: General Job Performance Responsibilities						
<i>Rating Scale:</i>	<i>E</i>	<i>Exceptional</i>	<i>Progress exceeds expectations</i>			
	<i>P</i>	<i>Proficient</i>	<i>Progress meets expectations</i>			
	<i>N</i>	<i>Needs Improvement</i>	<i>Progress is insufficient</i>			
<i>Directions:</i>	<p><i>Three major areas of the superintendent's responsibility are considered: (1) educational leadership, (2) district management, and (3) board and community relations. Indicators of effective job performance are grouped into categories (A, B, C) for each of these major areas. Use the scale above to rate the categories listed under each of these areas. Use the "Comments" section at the end of each category to note specific aspects of the superintendent's performance that merit commendation or that represents deficiencies.</i></p>					
Educational Leadership	The superintendent provides leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals.					
A. Instructional Management	<ol style="list-style-type: none"> 1. Establishes effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision-making. 2. Oversees annual planning for increased student learning and conducts periodic assessments of the effectiveness of the planning process. 3. Ensures that goals and objectives form the basis of curricular decision making and instruction and communicates expectations for high achievement. 4. Ensures that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources. 5. Oversees a system for regular evaluation of instructional programs to meet student instructional needs and to attain desired student achievement. 					

Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
B. Student Services Management	<ol style="list-style-type: none"> 1. Oversees student services, including but not limited to health and safety services and counseling services and monitors for effectiveness. 2. Oversees a discipline management program and monitors for equity and effectiveness. 3. Encourages, oversees, and participates in activities for recognition of student efforts and accomplishments. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
C. Staff Development and Professional Growth	<ol style="list-style-type: none"> 1. Oversees a performance appraisal process for instructional staff that reinforces standards of excellence and assesses deficiencies; ensures that results are used in planning for improvement. 2. Ensures that appropriate staff development is available and monitors staff development for effectiveness. 3. Stays abreast of developments in educational leadership and administration. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
District Management	The superintendent demonstrates effective planning and management of district administration, finances, operations, and personnel.					
A. Administration Management	<ol style="list-style-type: none"> 1. Ensures that key planning activities within the district are coordinated and are consistent with board policy and applicable law, and that goals and results are communicated to staff, students, and public as appropriate. 2. Organizes the central office in a manner consistent with district priorities and resources and monitors administrative organization at all levels for effectiveness and efficiency. 3. Oversees procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						

B. Fiscal, Facilities, and Operations Management	<ol style="list-style-type: none"> 1. Oversees a budget development process that results in recommendations based on district priorities and available resources. 2. Oversees budget implementation in a way that ensures appropriate expenditure of budgeted funds and provides for clear and timely budget reports. 3. Ensures that district investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with district policy and law. 4. Implements and oversees a planning process that results in goals, targets, or priorities for all major areas of district operations, including but not limited to facilities maintenance, transportation, and food services. 5. Monitors effectiveness of district operations against appropriate benchmarks. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
C. Personnel Management	<ol style="list-style-type: none"> 1. Ensures that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities. 2. Oversees a performance appraisal process for non-instructional staff that reinforces a standard of excellence and assesses deficiencies; ensures that results are used in planning for improvement. 3. Administers a compensation and benefits plan for employees based on clearly defined goals and priorities. 4. Encourages, oversees, and participates in staff recognition activities. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Board and Community Relations	The superintendent maintains positive and productive working relationships with the board of trustees and the community.					
A. Board Relations	<ol style="list-style-type: none"> 1. Keeps the board informed of significant issues as they arise, using agreed-upon criteria and procedures for information dissemination. 2. Responds in a timely and complete manner to board requests for information that are consistent with board policy and established procedures. 					

	<ol style="list-style-type: none"> 3. Provides recommendations and appropriate supporting materials to the board on policy issues and matters for board decision. 4. Interprets and supports board policy and decisions to staff and community. 5. Maintains a positive and professional working relationship with the board. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
B. Community Relations	<ol style="list-style-type: none"> 1. Directs a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the district. 2. Establishes mechanisms for community and business involvement in the schools and encourages participation. 3. Works with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way. 					
Rating:	<i>E</i>		<i>P</i>		<i>N</i>	
Comment:						
Part 3: Summary						
Board Member Comment:						