

DISTRICT ADMINISTRATOR EVALUATION

The Merton Community School District Board of Education, meeting in closed session on _____, has completed the following evaluation of _____, District Administrator.

Each Board member shall assess the overall performance of the District Administrator by entering the appropriate rating for each administrative responsibility or goal listed below. In the space provided, enter written comments as appropriate to give constructive direction to the District Administrator for the future performance of his/her job.

Evaluation Scale:

- 4 – The District Administrator is outstanding
- 3 - The District Administrator exceeds expectations
- 2 – The District Administrator needs to improve
- 1 – The District Administrator is unsatisfactory

SECTION I - Activities performed or directed by the District Administrator in the day-to-day operation of the school.

1. Student Achievement 4 3 2 1

- Leads the creation, implementation, and review of instructional systems such that all children reach their highest academic and social potential.
- Monitors and assesses the effectiveness of instructional programs and materials.
- Keeps abreast of trends and developments in curriculum and instruction.
- Initiates, modifies and discontinues programs and materials.
- Provides professional advice to the board about the educational program and alternatives.

Comments:

2. Human Resources and Staff Development 4 3 2 1

- Recruits and assigns the best available personnel.
- Develops and executes sound personnel policies and practices.
- Implements professional development programs to foster a student-centered, diverse, high-performing staff.
- Promotes a healthy professional environment to encourage a high level of staff morale.

Comments:

3. Community Involvement and Communication 4 3 2 1

- Promotes a consistent positive image of the school district to the public.
- Promotes school-wide culture of social responsibility.
- Seeks to engage and involve the community.
- Oversees the release of information and communications.
- Is readily accessible to school employees, community groups, parents, school board members and others.
- Keeps the board well informed.

Comments:

4. Financial and Facility Management 4 3 2 1

- Creates a safe learning environment for all students and staff.
- Creates an open fiscal environment through a collaborative approach.
- Guides the process of responsible fiscal planning and budgetary development, interpretation, and implementation.
- Provides the board with periodic fiscal and financial control reports summarizing business of the school district.

- Oversees and administers the use and upkeep of all district facilities and property.
- Oversees implementation and updating of a long term facility plan.

Comments:

5. Strategic Leadership 4 3 2 1

- Creates, monitors, and facilitates the process of strategic improvement, and seeks to ensure the district's mission, vision, and goals are fulfilled.
- Establishes both short and long term goals for the District in collaboration with the school board.
- Fosters new ideas and acts as a catalyst for improvement.
- Understands, responds to, and interacts with the larger political, social, economic, legal, and cultural context that affects schooling.
- Assumes full responsibility for making all recommendations to the Board of Education on all phases of school operation.

Comments:

6. Professionalism 4 3 2 1

- Acts with integrity, fairness, and in an ethical manner.
- Supports and enforces the policies of the school board and the laws of the state.
- Considers multiple solutions and analyzes outcomes of decisions.
- Carefully considers board members, school employees, and the general public's suggestions when making decisions.
- Makes appropriate and timely decisions based on policy and all other available information.

Comments:

7. Performance on Specific Objectives

Specific Objectives	1	2	3	4	N/A	Comments

SECTION II - Specific goals and milestone dates as established by the Board.

Specific goals and milestone dates as established by the board

Objective	Milestone Dates	Description
1.		
2.		
3.		
4.		
5.		

Dated this _____ of _____

 Board President
 Merton Community School District

 District Administrator

Adopted: January 17, 2000

Reviewed: December 21, 2000

Revised: July 14, 2017