

Silverton School District #1 Superintendent Evaluation

Rating

The following rating scale is utilized for the evaluation of the Superintendent:

1. Exceeds expectations (**Specify in comment area for any item rated 1**). All or almost all of the criteria are met in such a way that expectations are exceeded
2. Meets expectations Almost all of the criteria are met most of the time
3. Needs improvement (**specify in comment area for any item rated 3**). A few of the criteria are not met or are in need of improvement or consistency.
4. Does not meet expectations (**Specify in comment area for any item rated 4**). Many of the criteria are not met or are unsatisfactory.

N Not observed or not applicable

1. The Superintendent shall attend all meetings of the Silverton School Board. The Superintendent shall prepare an agenda with the President of the Silverton School Board for all regular and special meetings of the Board.

Evidence: Agendas and minutes of meetings
 Completed: Monthly
 Rating: ___1 ___2 ___3 ___4
 Comments:

2. The Superintendent, with input from the staff, shall prepare and submit the proposed annual budget to the Silverton School Board.

Evidence: Drafts and completed budget
 Completed: First draft – April meeting
 Approved – June meeting
 Rating: ___1 ___2 ___3 ___4
 Comments:

3. The Superintendent shall administer the budget as enacted by the Silverton School Board, acting at all times in accordance with legal requirements and the adopted policies, schedules, procedures, accounting techniques, and other financial or administrative controls established by the Board.

Evidence: Annual audit report
 Completed: October Board meeting
 Rating: ___1 ___2 ___3 ___4
 Comments:

4. The Superintendent shall seek and prepare proposals to obtain State and Federal monies for all such programs that will meet the needs of Silverton School District. Programs funded by such grants will be implemented by the Superintendent.

Evidence: New grant proposals and status report of new programs
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

5. The Superintendent shall recommend policy for Board consideration on such matters requiring policy determinations to facilitate program operations with Board approval of such policy, and to supervise its application.

Evidence: Policy Manual
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

6. The Superintendent shall prepare an annual Silverton School Board calendar for the following year with input from Staff and approval from the Board.

Evidence: Annual calendar
Completed: June Board meeting
Rating: ___1 ___2 ___3 ___4
Comments:

7. The Superintendent shall keep the School Board apprised of any substantial maintenance needs with any School District property or vehicles.

Evidence: Completion of maintenance
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

8. The Superintendent shall propose short and long term maintenance projects to the Board.

Evidence: Completion of projects
Completed: April budget meeting
Rating: ___1 ___2 ___3 ___4
Comments:

9. The Superintendent shall develop and file required reports and applications as authorized by the Board and approved by the Board.

Evidence: List of required reports and submission dates
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

10. The Superintendent shall develop, maintain, and modify student information, standards performance, internal operations, and transportation operations. Train staff for best implementation, use and security. Compile student performance profiles.

Evidence: List of related projects and status report for each
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

11. The Superintendent shall do inspections with staff to ensure that school facilities are adequate to meet student enrollment and to provide an environment conducive to learning.

Evidence: Status reports
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

12. There is evidence of long range planning for new sites and facilities where needed.

Evidence: Status reports
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

13. The Superintendent has developed a school safety plan and implemented this plan through staff and student training.

Evidence: Policy and training
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

14. The Superintendent shall formulate and administer plans to evaluate the efficiency of each member of the staff and shall present the findings annually, prior to contract renewal to the Board.

Evidence: Evaluations
Completed: April Board meeting
Rating: ___1 ___2 ___3 ___4
Comments:

15. The Superintendent shall be involved with other community entities to have input on such issues as housing, local economy, and any other issue which may impact the school district.

Evidence: Continuous
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

16. The Superintendent has continuously looked for ways to help with the professional development and retention of the staff.

Evidence: Staff training
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

17. The Superintendent will develop and present comprehensive short range and long range goals for the Board annually.

Evidence: Goals
Completed: September Board meeting
Rating: ___1 ___2 ___3 ___4
Comments:

18. The Superintendent shall attend all regional BOCES and SAC meetings as well as stay apprised of local, state, and national legislature changes.

Evidence: Knowledge and attendance
Completed: As needed
Rating: ___1 ___2 ___3 ___4
Comments:

Silverton School Board President

Date

Silverton School Board Secretary

Date

Superintendent

Date

*Adopted January 2007; 2014
San Juan County School District #1, Silverton, Colorado*