

DOUGLAS COUNTY SCHOOL DISTRICT RE-1
SUPERINTENDENT PERFORMANCE EVALUATION RUBRIC

Evaluation of the Douglas County School District (DCSD) Superintendent is required under Section 6.1 of the current Superintendent Contract:

The Board shall evaluate and assess in writing the performance of the Superintendent at least once during the term of this contract during each school year in which this contract continues. This evaluation and assessment shall be based upon Superintendent’s job description, and upon any goals and objectives with performance standards as agreed by the Board and the Superintendent.

This rubric is intended to facilitate Board of Education (“the Board”) Directors in assessing performance based on the Superintendent’s job description as defined in **Board Policy CBA/CBC – Qualifications/Powers and Responsibilities of Superintendent (Job Description)**. Performance associated with the goals and objectives with performance standards as agreed by the Board and the Superintendent are covered separately in each of the Superintendent Monitoring Reports received, assessed, and approved by the Board throughout the school year.



JOB GOAL

To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES

The Superintendent shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The Superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The Superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district’s assets and resources, and maintain and enhance the school district’s standing in all its internal and external relationships.

PERFORMANCE RATING

For each area below, select your individual rating of the Superintendent's performance and provide remarks to support your assessment. A numerical score will be generated by averaging the assessed performance of all participating Board Directors.

Performance Rating Definitions:

Excellent (5 points) – Possessing outstanding quality or superior merit that exceeds expectations. Meets all requirements. Strict and consistent commitment to associated standards. Free of defects, deficiencies, and significant variations. Remarkably good with no further improvement needed.

Good (4 points) – Meritorious quality that meets all expectations and requirements. Complies with associated standards. Free of defects and deficiencies, with only minor variations. Some minor room for improvement.

Fair (3 points) – Quality that meets most expectations and requirements. References, but may not achieve associated standards. Some minor defects and deficiencies, and/or variations. Improvement may be warranted.

Poor (2 points) – Quality that only meets some expectations and requirements. Deviates from associated standards. Major defect or several minor defects and deficiencies and/or significant variations. Improvement is required. Specific deficiencies should be documented in Director comments.

Unsatisfactory (1 point) – Substandard quality that fails to meet most expectations and requirements. Disregard for associated standards. Multiple major defects and deficiencies and/or extreme variations. Significant improvement is required. Specific deficiencies should be documented in Director comments.

1 - Operations	Unsatisfactory (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Average Rating
A. Manage the work of all personnel in planning and program development and direct the activities of the school district. The Superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.						
<u>Director Comments:</u>						
B. Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.						
<u>Director Comments:</u>						
C. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, including the district's academic standards.						
<u>Director Comments:</u>						
D. Manage the regular and systematic evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.						
<u>Director Comments:</u>						
E. Report to the Board the progress and status of the programs and activities of the school district.						
<u>Director Comments:</u>						

F. Inform the Board on all matters of major importance or significance to the activities, programs, and progress of the school district.						
<u>Director Comments:</u>						
G. Ensure equity for all students, in all buildings, and in all settings.						
<u>Director Comments:</u>						

2 - Organization	Unsatisfactory (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Average Rating
A. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.						
<u>Director Comments:</u>						
B. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.						
<u>Director Comments:</u>						

3 - Personnel	Unsatisfactory (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Average Rating
A. Develop and recommend the following policies and programs for personnel: recruitment, selection and employment, employee relations, employee benefits and services, employee safety, personnel evaluation, and salary administration for the school district.						
<u>Director Comments:</u>						
B. Ensure the maintenance of properly trained and adequate number of administrative and supervisory personnel throughout the school district.						
<u>Director Comments:</u>						
C. Recommend to the Board personnel selection, employment, assignment, transfer, and suspension.						
<u>Director Comments:</u>						
D. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.						
<u>Director Comments:</u>						
E. Recommend personnel salary increases and adjustments.						
<u>Director Comments:</u>						
F. Develop and recommend to the Board job classifications for all new positions.						
<u>Director Comments:</u>						

4 - Finances	Unsatisfactory (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Average Rating
A. Direct the development of the annual budget of the school district.						
<u>Director Comments:</u>						
B. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.						
<u>Director Comments:</u>						
C. Provide for the overall management of the school district's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.						
<u>Director Comments:</u>						
D. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.						
<u>Director Comments:</u>						
E. Maintain an active contact and familiarization with all local, state, federal, and philanthropic programs which provide or could provide financial assistance to the district.						
<u>Director Comments:</u>						

5 - Relationships	Unsatisfactory (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Average Rating
A. Act as executive officer , subject to supervision by the Board. <u>Director Comments:</u>						
B. Act as professional adviser to the Board. <u>Director Comments:</u>						
C. Attend meetings of the Board with the right to comment on all issues. <u>Director Comments:</u>						
D. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting. <u>Director Comments:</u>						
E. Participate in the affairs of local, state, and national professional organizations. <u>Director Comments:</u>						
F. Serve as a representative of the school system and the community at meetings on the local, state, and national level. <u>Director Comments:</u>						
G. Maintain a cooperative working relationship between the schools and the community and community agencies. <u>Director Comments:</u>						

H. Establish and maintain such other relationships within and outside the school district as required to carry out his or her responsibility.						
<u>Director Comments:</u>						
I. Establish and maintain relationships of trust and respect.						
<u>Director Comments:</u>						