

Lisbon School Department**EVALUATION – SUPERINTENDENT OF SCHOOLS**

A. Job Goal

To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

B. Purpose of Evaluation

The purpose of the evaluation of the Superintendent is to:

- 1) Protect the employer.
- 2) Honor the employee's rights to feedback, a record of job performance and a complete file of a job history.
- 3) Assess the effectiveness of the Superintendent in accomplishing assigned and statutory responsibilities.
- 4) Provide a forum for the free exchange of issues on job performance between the Superintendent and the School Committee.

Open communications and mutual understanding of expectations are essential between the Superintendent and the School Committee to achieve and maintain a successful school system for Lisbon School Department.

The evaluation is intended to be a professional growth tool. It should take into consideration annual goals and overall responsibilities established by the job description, state laws, Department of Education rules and local policies.

C. Performance Responsibilities and Criteria

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories (listed in alphabetic order): A) Relationship with School Committee; B) Communication; C) Community Relations; D) Curriculum; E) Leadership; F) Organizational Management; G) Staff/Personnel Relationships; I) School Facility Management; I) School Finance/Budgeting; J) School Improvement; K) Staff Development; L) Supervision & Evaluation; and M) Personal Qualities; School Committee Relations.

D. Process of Evaluation

The evaluation of the Lisbon School Department Superintendent shall be on a September 1 to August 31 basis, culminating in the annual formal evaluation of the Superintendent by the end of November.

- 1) In September of each year the Superintendent will present proposed goals and objectives to the School Committee. The Superintendent and the School Committee will then mutually establish and tentatively prioritize the goals and objectives of the Superintendent for the school year beginning in September.
- 2) Each Committee member is asked to complete this form using a rating system of 1-4 (4 = Distinguished; 3 = Proficient; 2 = Basic; 1 = Unsatisfactory.)
- 3) The completed form should be returned to the Chairperson at the first meeting in November and will be completed and reviewed with the Superintendent in Executive Session at the first December meeting.
- 4) The Administrators, Central Office Staff, and Curriculum Team Leaders will receive their forms at the start of each school year. The return date will be September 30th. Those evaluations will be reviewed by the School Committee in Executive Session at the first meeting in October and responses shared with the Superintendent.
- 5) The School Committee members will receive the Evaluation forms at the meeting following the completion and return of the Evaluations done by the Administrators and Central Office Staff. Curriculum Team Leaders will not use their form until 2010, but will receive them at the start of the school year with a return date of September 30th.
- 6) The Superintendent will complete a self evaluation and give to the School Committee Chair by September 30th.

(NOTE: The purpose of establishing specific employment goals and objectives is intended to assist the Superintendent and School Committee in establishing priorities for action. Failure to accomplish particular goals and/or objectives may not reflect negatively on a Superintendent's performance particularly where events may have superseded any given goal or objective.

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