



Section Two: School District Administration

“Together We Learn”

FORM F215 - SUPERINTENDENT OF SCHOOLS EVALUATION
(Prepared pursuant to Policy 215)

INSTRUCTIONS:

Recipients are asked to rate the Superintendent on each of the items in each of the categories on a scale of 4 to 1, with 4 being the highest rating and 1 being the lowest rating. The definition of each numerical rating is as follows:

- 4 = Outstanding** - The Superintendent excels in this category.
- 3 = Very Competent** - The Superintendent exceeds the expectations for this category.
- 2 = Satisfactory** - The Superintendent meets the expectation for this category.
- 1 = Unsatisfactory** - The Superintendent's performance in this category is unacceptable and requires immediate attention.

U/R - Unable to rate.
(The respondent’s input should be based on direct observation of, and experience with, the Superintendent in each area, otherwise the “U/R” designation should be used.)

Please Identify Your Group:

Trustee Leadership Team Principal A Partner Group

AREAS OF RESPONSIBILITY
(Corresponds with items in Board Policy 215)

1. EDUCATIONAL PROGRAM AND PLANNING:

- 1.1 Understands and keeps informed regarding all aspects of the educational program.
- 1.2 Organizes and actively encourages a planned program for achieving the School District 's overarching goal: "Each Central Okanagan School District student (K – 12) will provide evidence of being a learner, thinker, innovator, collaborator and contributor".
- 1.3 Provides for a system of measurement for student learning and ensures that the teachers understand and follow effective quality assessment practices.
- 1.4 Exemplifies the skills and attitudes of a master educator and inspires in others the highest professional standards.
- 1.5 Anticipates needs.



Section Two: School District Administration

“Together We Learn”

Comments:

2. A FUTURE FOCUS:

- 2.1 ___ Communicates a vision or sense of core purpose for the organization.
- 2.2 ___ Takes a broad and long-term perspective and plans for the future.
- 2.3 ___ Anticipates potential opportunities and challenges for the District and uses this information to identify strategies for achieving long-term organizational goals.
- 2.4 ___ Generates ideas or perspectives that are new and different; challenges conventional thinking.
- 2.5 ___ Conveys an understanding of complex concepts and is able to effectively communicate them to improve understanding by all.

Comments:

3. RELATIONSHIP WITH THE BOARD OF EDUCATION:

- 3.1 ___ Provides timely and adequate information about sensitive issues and with the agenda package.
- 3.2 ___ Supports Board policy and actions to the public and staff.
- 3.3 ___ Executes Board policy in a positive and responsive manner.
- 3.4 ___ Handles differences of opinions between Board members and himself/herself in an effective manner.
- 3.5 ___ Engenders trust among Board members, staff, and the community.

Comments:



Section Two: School District Administration

“Together We Learn”

4. PERSONNEL:

- 4.1 ____ Recruits the best candidate utilizing equal opportunity standards.
- 4.2 ____ Makes effective use of the skills and expertise of the members of the Leadership Team.
- 4.3 ____ Supports his/her staff while demanding their best efforts.
- 4.4 ____ Provides for the systematic, organized evaluation of all staff by appropriate supervisors, and provides timely reports to the Board on the outcomes of the evaluation program and results.
- 4.5 ____ Develops a succession plan and makes periodic reports to the Board on implementation of the plan.

Comments:

5. BUSINESS AND FINANCIAL MANAGEMENT:

- 5.1 _____ Develops the annual draft budget giving due priorities to the annual District goals and fiscal realities.
- 5.2 _____ Oversees budget implementation and provides timely information regarding successes and challenges.
- 5.3 _____ Evaluates changing needs and recommends realignment of budget priorities for current and future budgets.
- 5.4 _____ Controls expenditures of Board funds by committing them only when they are authorized in the annual budget and seeking further Board authorization for significant increases as deemed necessary in the approved budget.
- 5.5 ____ Involves the Leadership Team in managing District resources.

Comments:



Section Two: School District Administration

“Together We Learn”

6. COMMUNITY RELATIONS:

- 6.1 ___ Gains support and respect of the community for School District No. 23.
- 6.2 ___ Is perceived as an educational leader in the community.
- 6.3 ___ Ensures visibility in community life and affairs.
- 6.4 ___ Maintains a cooperative relationship with the media.
- 6.5 ___ Works well with other school districts, and Central Okanagan Municipal Governments.

Comments:

7. ADMINISTRATION STYLE:

- 7.1 ___ Uses good judgment.
- 7.2 ___ Has emotional stability and poise.
- 7.3 ___ Demonstrates high standards of ethics.
- 7.4 ___ Is accessible and works fairly with all groups.
- 7.5 ___ Values personal professional development.

Comments:



Section Two: School District Administration

“Together We Learn”

8. EXEMPLARY LEADERSHIP:

- 8.1 ____ Speaks and writes effectively.
- 8.2 ____ Acts in a decisive manner using effective problem solving techniques.
- 8.3 ____ Demonstrates creativity.
- 8.4 ____ Maintains principles under pressure.
- 8.5 ____ Establishes congenial relations with partner groups (COTA, COPVPA, CUPE, and COPAC).

Comments:

9. OVERALL EFFECTIVENESS SUMMARY STATEMENT:

10. SUGGESTION FOR CHANGE OR FOR IMPROVEMENT:

(Please Note: The responses will be treated as strictly anonymous and confidential.)