

Clarion-Limestone Area School District Superintendent Performance Evaluation

This evaluation tool uses the below assessment measures as a basis for indicating your impression of the Superintendent's performance in the areas of Student Growth and Achievement; Organizational Leadership; District Operations and Financial Management; Communication and Community Relations; Human Resource Management; Professionalism; and Annual Goals.

Distinguished

- Performance is clearly outstanding
 - Performance is superior, far exceeding expectations
 - Performance is exceptional on a regular or continuous basis – the superintendent far outperforms relative to minimum expectations
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Proficient

- Adequately performs all functions within the role, meeting or occasionally exceeding expectations
 - Performance is adequate, meeting or occasionally exceeding standards or expectations general associated with performance
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Needs Improvement

- Periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies
 - Performance is less than adequate on a periodic or frequent basis – the superintendent may be developing within the position, but needs to improve to be considered proficient
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Failing

- Performance is below acceptable levels
 - Fails to meet most expectations associated with the role of superintendent – substantial professional improvement is needed before the superintendent can be considered proficient in the role
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The Superintendent is evaluated on each of six *Objective Performance Standards and annual goals*. All nine Board members have an equal voice in the Superintendent's evaluation. The evaluation process will be conducted in accordance with Clarion-Limestone Area School District Policy 312 and the Pennsylvania School Code.

Superintendent's Name

Evaluator's Name

School Year

Suggested goals for 2020-2021

With five newly appointed board members in December and the four that continued on, I share my thoughts on the district goals for 2020-2021. I do this with enthusiasm to work together to refine these goals with your assistance and belief in where you would like to see our school district go in 2020-2021.

Using the ratings described previously, place an “x” in the appropriate box indicating the superintendent’s performance in each area

Standard #1: Student Growth & Achievement

Curriculum compacting will occur districtwide along with PSSA, PVAAS, STAR, Study Island, CDT, etc. interpretation by staff. Enrichment time at the high school will continue as it is “intervention time” for students who need extra assistance. Elementary early morning (Bright Beginners) will continue along with “After Four” tutoring on Tuesdays and Thursdays.

Superintendent uses multiple data sources to assess student success and growth as appropriate, specific to needs within the district and as determined annually in collaboration with the board of school directors. Annual or other district performance objectives are articulated and clearly achieved under the direction of the superintendent relative to PSSA, PVAAS, and other locally determine measures

KEY PERFORMANCE INDICATORS

Standard #1: Student Growth & Achievement	Distinguished	Proficient	Needs Improvement	Failing
Effectively works with the Board to develop and monitor district policy and administrative regulations related to Student Growth and Achievement				
Demonstrates understanding and appropriate use of performance measures established within the district in support of specific goals and initiatives				
Appropriately monitors student achievement on PSSA tests and has actively developed successful strategies for improvement including meeting annual requirements for Adequate Yearly Progress				
Monitors, oversees, and encourages use of PVAAS data among professional staff with regard to making curricular, staffing, and strategic planning decisions within the district				
Has ensured all performance targets for staff and students have been met for the most current evaluation period				

How would you classify the superintendent’s overall performance in the area of Student Growth and Achievement?

Distinguished	Proficient	Needs Improvement	Failing
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Comments:

Standard #2: Organizational Leadership

Board members will continue to be informed with consistent communication of weekly activities that occur in the district. The superintendent will ensure that materials for meetings are given at least a week ahead of time so that board members can inquire or ask questions prior to board meetings to ensure understanding of topics by all. Policy revisions will be a priority to continue day to day operations lawfully. Board input will be appreciated as the superintendent seeks direction and responds quickly to input and suggestions.

Superintendent has worked collaboratively with the Board to develop a vision for the district, displays an ability to identify and rectify problems affecting the district, works collaboratively with district administration to ensure best practices for instruction, supervision, curriculum development, and management are being utilized, and works to influence the climate and culture of the district.

KEY PERFORMANCE INDICATORS

Standard #2: Organizational Leadership	Distinguished	Proficient	Needs Improvement	Failing
Effectively works with the board to develop and monitor policy and administrative regulations related to Organizational Leadership				
Has ensured priorities and initiatives are in alignment with a clearly defined and well-articulated vision for the district				
Has developed and implemented operational plans and processes to accomplish strategic goals				
Is skilled in identifying, analyzing, and resolving problems that impact the district				
Maintains a regular presence in the district buildings and at district events for the purpose of monitoring effectiveness of programming				
Uses strategic initiatives and district performance data to identify appropriate professional development opportunities for staff within the district				
Works appropriately within the role of instructional leader, while providing clear direction for teachers and administrators regarding curricular decisions				
Demonstrates clear understanding of board/superintendent relationship including appropriate roles and responsibilities				
Ensures compliance with all applicable local, state, and federal laws/regulations				

How would you classify the superintendent's overall performance in the area of Organizational Leadership?

Distinguished	Proficient	Needs Improvement	Failing

Comments:

Standard #3: District Operations and Financial Management

Superintendent manages effectively, ensuring completion of activities associated with the annual budget; overseeing distribution of resources in support of district priorities; and directing overall operational activities within the district.

The current 5-year plan will be reevaluated and updated due to the needs of the district during the COVID pandemic. The budget will be reviewed every two months to monitor spending, essential needs and possible freeze in spending, if necessary. The board, as well as the faculty, will be informed of concerns early on and as a “district” decisions will be made in the best interest of our students. The high school cyber program will be managed for an influx of students due to the COVID and the elementary will be monitored to begin a cyber program as well.

KEY PERFORMANCE INDICATORS

Standard #3: District Operations and Financial Management	Distinguished	Proficient	Needs Improvement	Failing
Effectively works with the board to develop and monitor policy and administrative regulations related to District Operations and Financial Management				
Regularly assesses state of district facilities and equipment and develops replacement and updating schedules as appropriate				
Demonstrates knowledge appropriate to the role of the superintendent regarding all financial and budgeting issues				
Works with the board and district business official to successfully accomplish financial and budgetary priorities including meeting all timelines associated with the annual budget				
Develops contingency plans designed to address anticipated and unanticipated budgetary necessities				
Provides regular as requested financial and budgetary reports to the board				
Ensures end-of-year results are consistent with budgetary planning expectations				

How would you classify the superintendent’s overall performance in the area of District-wide Management?

Distinguished	Proficient	Needs Improvement	Failing
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Comments:

Standard #4: Communication and Community Relations

Superintendent communicates with and effectively engages the staff, the board, and members of the community, clearly articulating district goals and priorities, addressing local and broader issues affecting the district, and building support for district initiatives, programs and short/long-range plans.

A Superintendent Task Force for COVID-19 will be formed to make collaborative decisions for the district during the pandemic. The school district will continue to thrive to be the best in the area academically. CSIU will be enabled with parent ability to change addresses, phone numbers, complete health forms, enrollment forms, field trip forms, etc. in live time from their home computer. School messenger will be utilized in times of emergency. Communication will continue with emails to parents with districtwide information.

KEY PERFORMANCE INDICATORS

Standard #4: Communication and Community Relations	Distinguished	Proficient	Needs Improvement	Failing
Effectively works with the board to develop and monitor policy and administrative regulations related to Communication and Community Relations				
Has worked successfully with the board to build support in the community for the district's vision, mission, and both long and short-term priorities				
Handles media resources skillfully, and regularly demonstrates sound judgment when communicating with the public				
Maximizes utilization of multiple methods for delivering accurate, timely, and reliable information to the Board and community				
Has been able to successfully build school/community partnerships that benefit students and staff				
Communicates effectively with the board and coordinates the flow of information from administrators to board committees in a manner consistent with Board Operating Guidelines				

How would you classify the superintendent's overall performance in the area of Communication and Community Relations?

Distinguished	Proficient	Needs Improvement	Failing

Comments:

Standard #5: Human Resource Management

Superintendent incorporates best practices for human resource management and oversight, coordinating staffing, recruitment, and other human resource functions within the district.

The Superintendent establishes a sincere and genuine concern for staff and works diligently to ensure positive working relationships among the administrators and in turn, ensures positive relationships between all district staff. The Superintendent will promote a proactive approach to concerns so that the bargaining units feel safe and comfortable in presenting concerns of individuals or groups. Visibility in buildings and participating in classroom activities with students and staff will be a priority of the Superintendent.

KEY PERFORMANCE INDICATORS

Standard #5: Human Resource Management	Distinguished	Proficient	Needs Improvement	Failing
Effectively works with the board to develop and monitor policy and administrative regulations related to Human Resource Management				
Appropriately manages district staff, assigning functions, delegating effectively, and determining accountability as necessary				
Ensures timely completion of all district wide staff evaluations				
Ensures alignment of superintendent evaluation goals with that of key personnel				
Has ensured training and professional development opportunities for all professional staff related to new requirements for teacher and administrator evaluation				
Institutes sound employee relations programs to improve relationships between and among all staff members				
Effectively monitors all aspects of the collective bargaining agreement(s) in the district				

How would you classify the superintendent’s overall performance in the area of Human Resource Management?

Distinguished	Proficient	Needs Improvement	Failing
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Comments:

Standard #6: Professionalism

The Superintendent models professional decision-making processes and ethical standards consistent with the values of Pennsylvania's public education system as well as that of the local community. Superintendent additionally works to individually reflect upon her/his effectiveness within the role, and works to improve effectiveness through the use of professional development literature and activities.

The Superintendent will maintain poise and composure in difficult situations while striving for agree to disagree decisions if needed. The students will always be the basis for decisions made as their success is what true educational passion is about. The Superintendent will take PIL classes for professional development in making appropriate decisions for the district.

KEY PERFORMANCE INDICATORS

Standard #6: Professionalism	Distinguished	Proficient	Needs Improvement	Failing
Demonstrates recognition and understanding of public education's role in promoting civic responsibility				
Performs all duties in a manner consistent with the values and expectations of the board and community at large				
Supports a standards-based approach to governance, leadership, and instruction throughout the district				
Encourages an inclusive and respectful environment that aligns with the organization's execution of the district's vision, mission, and strategic goals				
Demonstrates ethical and personal integrity consistent with expectations associated with the role of superintendent				
Maintains the confidence and trust of school professionals and the community				
Continuously monitors effectiveness within the role of the superintendent, seeking out and participating in professional development activities in alignment with areas identified for improvement by the board and through self-reflection				

How would you classify the superintendent's overall performance in the area of Professionalism?

Distinguished	Proficient	Needs Improvement	Failing

Comments:
