

## District Goal # 1 (Performance expectation)

**The superintendent will provide leadership to the BOE in implementing the district's vision, mission and goals.**

### Indicators – The superintendent will:

1. Collaborate with the Board in the preparation of long and short term operational and instructional goals.
2. Provide system data and leadership to the board in its adoption of board and district goals.
3. Develop action plans with expected performances to be achieved on the agreed upon goals.
4. Under the board's delegated authority, either personally or by assuring their administration through delegated staff, administrators or evaluates the adopted action plans.
5. Oversee the planning and evaluation of curriculum and instruction programs.
6. Report to the school board the status of goals implementation and instructional programs effectiveness.

(List other indicators as needed)

### Evidence needed to measure achievement and/or progress on indicators.

(BOE agrees with superintendent on evidence needed to measure performance)

1.

2.

3.

(Additional measures)

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 2 (Performance expectation)**

**The superintendent will assist the BOE in the continuous improvement of the school district.**

**Indicators – The superintendent will:**

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|---|
| 1. Assist the board to meet or exceed the required training requirements of Georgia law.  |
| 2. Inform the board about current trends and developments in education.                   |
| 3. Prepare reports on:  |
| · progress made and revises action plans to accomplish district’s vision/philosophy/goals |
| · the strengths and improvements needed in the school district                            |
| · any compelling problem(s) or emerging issue(s)  |
| · trends, opportunities and anticipated challenges in the school district                 |
| · the educational and leadership challenges in the school district                        |
| 4. Participate in professional activities to enhance knowledge and skills.                |
| (List other indicators as needed)   |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

- |                       |
|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 3 (Performance expectation)**

**The superintendent will assist the BOE to implement the district’s organizational structure.**

**Indicators – The superintendent will:**

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|---|
| 1. Operate through adopted policies as the district’s chief executive officer to administer district affairs. |
| 2. Follow the Code of Ethics adopted for the superintendent.  |
| (List other indicators as needed)   |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 4 (Performance expectation)**

**The superintendent will provide leadership to the BOE in policy development and policy implementation.**

**Indicators – The superintendent will:**

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|---|
| 1. Inform the board about rules and regulations of the Georgia Board of Education and state and federal laws. |
| 2. Maintain and distribute all adopted policies.  |
| 3. Follows the board-adopted policies when presenting new or revised policies to the board for consideration. |
| 4. Provide recommendations, usually in writing, on all policies presented to the board.                       |
| 5. Seek out staff and public opinion on proposed policies and report to the board the findings.               |
| 6. Implement and explain policies and actions of the school board.  |
| (List other indicators as needed)   |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 5 (Performance expectation)**

**The superintendent will meet established requirements in developing and conducting board meetings.**

**Indicators – The superintendent will:**

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|--|
| 1. Post all meetings by the board conducted in accordance with the Open Meetings Law (50-14-1)   |
| 2. Follow the adopted policies on planning and conducting board meetings that include type of meetings, agenda development, and superintendent recommendations, public input and recorded minutes. |
| 3. Provide written reports on actions plans, status of adopted district goals, achievement, information on agenda items where needed, and written recommendation(s) on action items.               |
| 4. Maintain the official board records and other records that pertain to the Open Records Act.   |
| (List other indicators as needed)  |

**Evidence needed to measure achievement and/or progress on indicators.**

(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 6 (Performance expectation)**

**The superintendent will provide leadership as chief executive officer to the BOE in personnel management.**

**Indicators – The superintendent will:**

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|---|
| 1. Communicate board beliefs/vision/mission to school personnel.  |
| 2. Provide leadership as chief executive officer, and will act as general supervisor of all school system/district employees.       |
| 3. Recommend all personnel actions taken by the board including the employment, assignment and dismissal of personnel to the board. |
| 4. Implement evaluation processes to ensure a fair and equitable evaluation of all personnel in the district.                       |
| 5. Review, recommend job descriptions and maintain adopted job descriptions for staff as required by law.                           |
| 6. Organize the recruitment of personnel.   |
| (List other indicators as needed)   |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 7 (Performance expectation)**

**The superintendent will provide sound fiscal management in assisting the BOE in financial management.**

**Indicators – The superintendent will:**

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|--|
| 1. Coordinate with the board in developing the tentative budget.   |
| 2. Develop the proposed tentative budget following adopted budget policies that outline the budget development process and timelines to meet state and local requirements. |
| 3. By adopted policy, implement and administer the budget once the budget is approved that incorporates sound business and fiscal practices.                               |
| 4. Administer the approved budget within board established spending levels and recommend budget amendments when necessary.   |
| 5. Prepare monthly financial reports on the status of the budget.  |
| 6. Maintain the district’s financial records and cooperates with auditors annually to audit financial records.   |
| (List other indicators as needed)  |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 8 (Performance expectation)**

**The superintendent will provide leadership to the BOE in board, staff and community relationships.**

**Indicators – The superintendent will:**

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| 1. Demonstrate respect and cooperation in professional relationships with the board and individual board members, staff and community.   |
| 2. Recognize and protect the chain of command concept.   |
| 3. Work with the board to develop and implement a process that encourages and seeks the input of staff at all levels in decision-making on significant issues where it is appropriate. |
| 4. Develop a process to receive input from citizens on matters relating to the school district and communicates with the community.  |
| 5. Assist the board to provide leadership and training to school councils.   |
| 6. Implement the adopted board policies on media communications.   |
| (List other indicators as needed)  |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
Superintendent Evaluation Instrument - Option 1

**District Goal # 9 (Performance expectation)**

The superintendent will assist the BOE (board determines)

**Indicators – The superintendent will:**

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|-----------------------------------|
| 1.                                |
| 2.                                |
| 3.                                |
| (List other indicators as needed) |

**Evidence needed to measure achievement and/or progress on indicators.**  
(BOE agrees with superintendent on evidence needed to measure performance)

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|-----------------------|
| 1.                    |
| 2.                    |
| 3.                    |
| (Additional measures) |

Adoption Date \_\_\_\_\_

Proposed Evaluation Date(s) \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent



Georgia School Boards Association  
**Superintendent Evaluation Instrument - Option 1**  
Superintendent's Evaluation Review Form

*Directions: Review all data collected on district goals, action plans, Standards checklist for superintendent and mutually agreed upon performance expectations for the superintendent. Decide whether the performance expectations have been met. Use the comments section to support your response. This form may be used to compile individual board member or summary board assessments.*

**Superintendent Task # 1 (Performance expectation)**

**The superintendent will provide leadership to the BOE in implementing the district's vision, mission and goals.**

Was the performance requirement met? \_\_\_ Yes \_\_\_ No

Comments:

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**Superintendent Task # 2 (Performance expectation)**

**The superintendent will assist the BOE in the continuous improvement of the school district.**

Was the performance requirement met? \_\_\_ Yes \_\_\_ No

Comments:

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Georgia School Boards Association  
**Superintendent Evaluation Instrument - Option 1**  
Superintendent's Evaluation Review Form

**Superintendent Task # 3 (Performance expectation)**

**The superintendent will assist the BOE to implement the district's organizational structure.**

Was the performance requirement met?  Yes  No

Comments:

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**Superintendent Task # 4 (Performance expectation)**

**The superintendent will provide leadership to the BOE in policy development and policy implementation.**

Was the performance requirement met?  Yes  No

Comments:

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**Superintendent Task # 5 (Performance expectation)**

**The superintendent will meet established requirements in developing and conducting board meetings.**

Was the performance requirement met?  Yes  No

Comments:

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Georgia School Boards Association  
**Superintendent Evaluation Instrument - Option 1**  
Superintendent's Evaluation Review Form

**Superintendent Task # 6 (Performance expectation)**

**The superintendent will provide leadership as chief executive officer to the BOE in personnel management.**

Was the performance requirement met?  Yes  No

Comments:

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**Superintendent Task # 7 (Performance expectation)**

**The superintendent will provide sound fiscal management in assisting the BOE in financial management.**

Was the performance requirement met?  Yes  No

Comments:

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**Superintendent Task # 8 (Performance expectation)**

**The superintendent will provide leadership to the BOE in board, staff and community relationships.**

Was the performance requirement met?  Yes  No

Comments:

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**Superintendent Evaluation Instrument - Option 1**  
Superintendent's Evaluation Review Form

**Superintendent Task # 9 (Performance expectation)**

**The superintendent will assist the BOE (board determines)**

Was the performance requirement met?  Yes  No

Comments:

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Review Period from \_\_\_\_\_ to \_\_\_\_\_;      Date of Review \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education  
If board as a group assessed  
performance expectations.

\_\_\_\_\_  
Board Member  
Individual completes assessment