

Superintendent's Summative Evaluation

Superintendent's Name: _____

Evaluator(s): _____

Academic Year: _____ Overall HEDI Rating: _____

As Chief Executive of the School District, the Superintendent, actively manages and is responsible for providing leadership in six (6) leadership areas of the entire educational system:

1. Policy and Governance – The Superintendent works with the Board of Education to develop a vision for the schools and once developed, acts as the primary instructional leader and administrator for the school district.
2. Planning and Assessment – The Superintendent works collaboratively with others to develop and implement the instructional program, budget, and long-term plan for the school district.
3. Instructional Leadership – The Superintendent ensures quality curriculum, instruction, assessment, and professional development across all schools in the district.
4. Organizational and Facilities Management – The Superintendent effectively manages people, materials, and the budget to ensure student learning and to comply with legal mandates.
5. Communications and Community Relations – The Superintendent promotes effective communication and interpersonal relations with staff and the community.
6. Professionalism – The Superintendent models professional, moral, and ethical standards, and works in a collegial and collaborative manner with school personnel and the community.

Rating Scale – Highly Effective, Effective, Developing, Ineffective (HEDI)

- Highly Effective:** Exceeds the criteria in the standard – noteworthy evidence and data demonstrate the superintendent is highly effective in her performance in this area.
- Effective:** Meets the criteria in the standard – noteworthy evidence and data demonstrate that the superintendent is effective in her performance in this area.
- Developing:** There is noteworthy evidence and data to indicate that the superintendent needs assistance in meeting the standard. The superintendent is less than effective at this time in this area of performance.
- Ineffective:** Unsatisfactory performance - there is significant evidence that the superintendent is unproductive and unproductive in this standard area.
- NC** The evaluator cannot make a comment or assessment of this standard due to lack of or insufficiency of evidence and data.

Evidence of performance is available in a variety of forms and formats, including valid and verifiable personal observations by Board members; evidence and documentation of participation in certain activities; the outcome and results of actions and decisions made by the superintendent, formal and informal public documents, and other verifiable and justifiable evidence and data.

Directions: This Summative Evaluation is to be completed by the New Paltz Board of Education in a timely fashion and is the formal and public documentation of the superintendent's evaluation.

- **Summative HEDI Rating**, which is incorporated into this document, is consistent and compliant with Section 2(A) of the contract between the New Paltz Central School District's Board of Education and the Superintendent.
- **Summative Comments:** This process is valuable in determining the degree of progress made by the Superintendent and the Board of Education, and, at such, provides evidence of needs and intent that may become goals for the next school year.
- **Leadership Area Performance Standard HEDI Ratings** may be designated by putting a check in the box that best describes the superintendent's performance on that particular standard.
- **Leadership Area Performance Comments** may be included in the space provided.

Summative Comments:

Leadership Area 1: Policy and Governance

The superintendent exhibits the knowledge, skills, abilities, and performance to guide and direct the development, validation, and implementation of district policy, administrative procedures, and the governance, and political dimensions of the position.

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
1.1 Working closely with the School Board to develop and implement policies that define the organization.					
Comments:					
1.2 Working with and supervising the administration of the school district’s day-to-day operation.					
Comments:					
1.3 Working with individuals, groups, agencies, committees and organizations to provide and maintain schools that are safe and productive.					
Comments:					

Leadership Area 2: Planning and Assessment

The Superintendent exhibits the knowledge, skill, ability, and attitude to review and assess instructional programs and personnel, and to design, develop, and implement district plans that promote effective learning for all. Leadership in this area is not limited to direct, classroom instruction, but in all areas of the district that support student learning and includes:

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
2.1 Organizing and implementing the collaboratively developed, educational plan using data from a variety of sources.					
Comments:					
2.2 Planning, implementing, supporting, and assessing instructional programs that enhance learning.					
Comments:					
2.3 Effectively employing various processes and methods for gathering, analyzing, and using data for decision-making.					
Comments:					
2.4 Developing plans and strategies for the efficient allocation of fiscal and other resources that assure compliance with the district's vision.					
Comments:					

Leadership Area 3: Instructional Leadership

The Superintendent provides vision, direction, motivation, and support to achieve the school district's core intelligence (vision, mission, guiding principles), enhancing the educational program through support and leadership in the areas of personnel, curriculum and staff development, by:

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
3.1 Communicating a clear vision of excellence and continuous improvement consistent with the standards and goals of the district.					
Comments:					
3.2 Overseeing the alignment, coordination, and delivery of assigned programs and/or curricular areas.					
Comments:					
3.3 Selecting, inducting, supporting, evaluating and retaining quality instructional and support personnel.					
Comments:					
3.4 Providing staff development programs consistent with the program evaluation results and instructional improvement plans.					
Comments:					
3.5 Using effective problem-solving techniques to identify, analyze, and resolve problems.					
Comments:					
3.6 Serving as an agent for change by evaluating issues affecting student learning and achievement.					
Comments:					

Leadership Area 4: Organizational Management

The superintendent supports, manages, and directs the operations and functions of the district, by:

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
4.1 Actively supporting a safe and positive environment for students and staff.					
Comments:					
4.2 Developing procedures for working with the board of education that define mutual expectations, working relationships, and strategies for formulating district policies.					
Comments:					
4.3 Effectively managing human, material, and financial resources to ensure student learning and comply with legal mandates.					
Comments:					
4.4 Effectively demonstrating effective organizational skills to achieve school, community, and district goals.					
Comments:					
4.5 Implementing sound personnel procedures in recruiting, employing, and retaining the best-qualified and most competent teachers, administrators, and other personnel.					
Comments:					
4.6 Planning and implementing a systematic employee performance evaluation system.					
Comments:					

Leadership Area 5: Communications and Community Relations

The superintendent establishes effective communications not only with students, staff and parents, but the community as a whole, including beneficial relationships with the media, and responds to community feedback and builds community support for the district by:

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
5.1 Promoting effective communication and interpersonal relations within the school district.					
Comments:					
5.2 Establishing and maintaining effective channels of communication with board members and between schools and community, and strengthening support of consistencies.					
Comments:					
5.3 Working collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.					
Comments:					
5.4 Creating an atmosphere of trust and mutual respect with staff and community.					
Comments:					

Leadership Area 6: Professionalism

The superintendent demonstrates a commitment to personal and professional ethics and growth while advancing the mission and vision of the district, by:

Performance Standard	Highly Effective	Effective	Developing	Ineffective	NC
6.1 Adhering to the standards of educational excellence for all.					
Comments:					
6.2 Constantly reviewing personal actions and decisions and using feedback as an opportunity for learning and growth.					
Comments:					
6.3 Maintaining a personal code of ethics and standards of excellence.					
Comments:					
6.4 Holding membership in professional organizations in order to advance learning and growth.					
Comments:					

 President
 New Paltz Central School District Board of Education

 Date

 Superintendent
 The Superintendent's signature indicates that the Superintendent has had the opportunity to read the Evaluation and to discuss its contents with the Board Officers. Signature does not necessarily indicate agreement. The Superintendent may add comments and/or attach additional sheets of comments to this form.

 Date