



INTERPERSONAL

In my role as School Committee member, I feel my knowledge in this subject area is:

Sufficient

Adequate but I would like to know more

Inadequate

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Evaluator's Comments (Discretionary):

Superintendent's Comments:

ANNUAL EVALUATION FORM  
SUPERINTENDENT OF SCHOOLS

Date: \_\_\_\_\_

**ADMINISTRATIVE ROLE**

**INFORMATIONAL**

1. The Superintendent seeks and receives a wide variety of special information needed to develop a thorough understanding of the school system.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

2. The Superintendent filters and transmits information received from outsiders, colleagues, or subordinates to other members of the school community.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

3. The Superintendent regularly transmits information on the administration's plans, procedures, actions, and results.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

4. The Superintendent utilizes newspapers, television, and other means to transmit information on the school system's plans, policies, actions, and results to the community and other groups outside the school system.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

INFORMATIONAL

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Evaluator's Comments (Discretionary):

Superintendent's Comments:



DECISIONAL

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Superintendent's Comments:

ANNUAL EVALUATION FORM  
SUPERINTENDENT OF SCHOOLS

Date: \_\_\_\_\_

**ADMINISTRATIVE ROLE**

PERSONAL CHARACTERISTICS

1. The Superintendent treats equitably and impartially all individuals with whom she has contact.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

2. The Superintendent fosters a team approach to the solution of problems and the development of policies and procedures.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

3. The Superintendent consistently demonstrates effective personal communications and had the ability to apply this skill in the management of the school system.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

4. The Superintendent demonstrates and fosters a positive work ethic and high standards of behavior and performance.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations

(4-5) (3) (1-2)  
Comments:  
5. The Superintendent exhibits problem solving skills and the early resolution of conflicts within the school system.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

6. The Superintendent bases recommendations on sound educational principles and supports decisions of the School Committee.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

7. The Superintendent is a skilled listener and effectively uses information gained in this activity.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

8. The Superintendent demonstrates concern and respect for school system employees, residents, and students.

\_\_\_\_\_ Exceeded Expectations \_\_\_\_\_ Met Expectations \_\_\_\_\_ Did Not Meet Expectations  
(4-5) (3) (1-2)

Comments:

## PERSONAL CHARACTERISTICS

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Evaluator's Comments (Discretionary):

Superintendent's Comments:

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SUPERINTENDENT OF SCHOOLS

Date: \_\_\_\_\_

**ADMINISTRATIVE ROLE**

**SUMMARY**

1. Has the Superintendent demonstrated an overall ability to get the job done?

Comments:

2. What are the demonstrated areas of strength of the Superintendent?

Comments:

3. What would help the Superintendent to become more effective in his job?

Comments:

4. Additional Comments?