

**ARLINGTON LOCAL SCHOOL DISTRICT
STAFF PERFORMANCE ASSESSMENT**

From _____ to _____

NAME: _____ TITLE Superintendent of Schools

DEPARTMENT: _____

Criteria:	Excellent	--	5	Comments are encouraged and meaningful A rating of either 1 or 5 <u>requires</u> comment
	Commendable	--	4	
	Satisfactory	--	3	
	Needs Improvement	--	2	
	Unsatisfactory	--	1	

ESSENTIAL JOB FUNCTIONS:

Ensure safety of students	1	2	3	4	5
Act as purchasing agent for the school district	1	2	3	4	5
Act as the educational leader in the community	1	2	3	4	5
Execute and support board policy	1	2	3	4	5
Negotiate appropriate settlements of union contracts	1	2	3	4	5
Solicit additional financial support from district taxpayers when necessary	1	2	3	4	5
Develop a public relations program appropriate to the needs of the district	1	2	3	4	5
Develop a long-range curriculum plan for all grades and subject areas	1	2	3	4	5
Supervise and evaluate the high school principal, the elementary school principal, cafeteria manager, transportation coordinator, maintenance supervisor, the superintendent's secretary/payroll clerk, and the technology coordinator	1	2	3	4	5
Oversee the supervision of all other school personnel	1	2	3	4	5
Interact frequently, and maintain cooperative relationships with, community and business leaders, parents, taxpayers, legislators, law enforcement officials, other school officials, sales people and school employees	1	2	3	4	5

Develop time-lines and oversee the implementation of any special projects that occur during the course of a school year	1	2	3	4	5
Responsible for ensuring that the board policy book is up-to-date and in compliance with the law	1	2	3	4	5
Responsible for approving all department proposals prior to board review	1	2	3	4	5
Responsible for district-wide planning to keep pace with educational change	1	2	3	4	5
Responsible for developing and recommending new procedures and practices to the board, if necessary, to comply with new laws	1	2	3	4	5
File all reports required by state regulation or local school policy	1	2	3	4	5
Prepare a budget annually for consideration by the board in cooperation with the treasurer	1	2	3	4	5
Prepare the annual appropriations resolution in cooperation with the treasurer	1	2	3	4	5
Communicate all actions relating to personnel matters to employees	1	2	3	4	5
Act as liaison between employees and the board of education recommend courses of study, curriculum guides, changes in texts and time schedules to the board of education	1	2	3	4	5
Supervise methods of teaching, supervision and administration	1	2	3	4	5
Provide inservice education programs for all staff of the Arlington Local School District	1	2	3	4	5
Propose new policies to the board that conform with the rules and regulations of the state board of education and the laws of the state of Ohio	1	2	3	4	5
Continually evaluate the progress and needs of the Arlington Local School District	1	2	3	4	5
Conduct regular district administrative meetings	1	2	3	4	5
Recommend final action on appointment, promotion, salary changes, demotion or dismissal of employees to the board of education	1	2	3	4	5

Make recommendations to the board of education concerning the transportation of pupils in accordance with the law and the requirements of safety	1	2	3	4	5
Encourage continuance of professional growth of all employees	1	2	3	4	5
Inform the board about all aspects of the educational system, as well as local state and national items that affect education	1	2	3	4	5
Prepare an agenda and distribute to board members prior to each meeting in cooperation with the treasurer and the board president	1	2	3	4	5
Take such immediate action as deemed necessary in all cases of calamity, acts of nature or other emergencies	1	2	3	4	5
Supervise the purchase of all textbooks, workbooks and other educational supplies and materials	1	2	3	4	5
Attend board of education meetings	1	2	3	4	5
Implement the school's philosophy of education	1	2	3	4	5
Treat all school personnel in a fair and just manner	1	2	3	4	5
Develop harmonious working relationships with the school board of education	1	2	3	4	5
Accept constructive criticism when given	1	2	3	4	5
Accept full responsibility for the administration of the school district	1	2	3	4	5
Demonstrate a high standard of professional ethics, honesty and integrity	1	2	3	4	5
Earn respect and support of the community	1	2	3	4	5
Participate in community activities as requested	1	2	3	4	5
Maintain friendly and cooperative relations with the media	1	2	3	4	5
Check road conditions each school morning to determine if they are safe for buses	1	2	3	4	5
Develop and implement procedures consistent with and supportive of board policy	1	2	3	4	5
Attend school events on a regular basis	1	2	3	4	5
Interact in a positive manner with staff, students and parents	1	2	3	4	5

Maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, board of education executive sessions, etc.	1	2	3	4	5
Promote good public relations by personal appearance, attitude and conversation	1	2	3	4	5
Attend meetings and in-services as required	1	2	3	4	5

Comments:

OTHER DUTIES AND RESPONSIBILITIES:

Attend local and state conferences, workshops and meetings with the approval of the board of education	1	2	3	4	5
Delegate duties to other staff members	1	2	3	4	5
Prescribe rules for the classification and advancement of students	1	2	3	4	5
Assign and transfer employees as needed	1	2	3	4	5
Approve vacation schedules for salaried district employees	1	2	3	4	5
Recommend the location and size of new school sites and additions to existing sites as needed	1	2	3	4	5
Recommend a school calendar for the school district	1	2	3	4	5
Act as Title IX compliance officer	1	2	3	4	5
Act as sexual harassment grievance officer	1	2	3	4	5
Act as appeals hearing officer	1	2	3	4	5

Act as assistant drug and alcohol testing coordinator	1	2	3	4	5
Schedule community activities in the school building when requested	1	2	3	4	5
Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings	1	2	3	4	5
Instill in students the belief in and practice of ethical principles and democratic values	1	2	3	4	5
Respond to routine questions and requests in an appropriate manner	1	2	3	4	5
Perform other duties as assigned by the Arlington Local Board of education	1	2	3	4	5

Comments:

PROFESSIONAL CHARACTERISTICS:

Appearance (dresses appropriately)	1	2	3	4	5
Adaptability (adjustment to change, ability to learn)	1	2	3	4	5
Interpersonal skills (considerate, respected, communicative)	1	2	3	4	5
Cooperation (relations with management and co-workers, teamwork, supportive)	1	2	3	4	5
Judgment (decisive, insightful, responsive)	1	2	3	4	5
Attitude (initiative, motivation, enthusiasm)	1	2	3	4	5
Knowledgeable (awareness, confidence, innovative)	1	2	3	4	5
Dependability (reliability, honesty, trustworthy, attendance)	1	2	3	4	5

Comments:

JOB GOALS:

Previous expectations

Comments:

Future goals

Comments:

COMMENTS BY EMPLOYEE:

Comments:

DATE _____ EVALUATOR _____

DATE _____ EMPLOYEE _____

(Signature of employee does not indicate approval or disapproval)