

PERFORMANCE APPRAISAL CRITERIA

ASSISTANT/ASSOCIATE SUPERINTENDENT

Assistant/Associate Superintendent's Name _____

Area of Responsibility _____

- INSTRUCTIONS**
1. The evaluator is to rate the assistant/associate superintendent on a six-point scale as indicated below.
 2. The evaluator is encouraged to add pertinent comments at the end of each major function.
 3. The assistant/associate superintendent is provided an opportunity to react to the evaluator's ratings and comments.
 4. The evaluator and the assistant/associate superintendent must discuss the results of the appraisal and any recommended action pertinent to it.
 5. The assistant/associate superintendent and the evaluator must sign the instrument in the assigned spaces.
 6. The instrument must be filed in the assistant/associate Superintendent's personnel folder.

Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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MAJOR FUNCTIONS:

A. LEADERSHIP

1. Demonstrates leadership necessary to define and establish system-wide goals and objectives.

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2. Conducts needs assessment procedures.

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Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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| 3. Assists in the development of a comprehensive program plan. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 4. Effectively communicates with the school system and community to share information. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 5. Serves as liaison between the school system and other educational and governmental agencies. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 6. Ensures personal professional growth and development. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 7. Contributes to the advancement of the profession. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 8. Provides leadership in planning for staff development activities. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 9. Provides leadership in establishing a climate for learning. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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COMMENTS: _____

B. ADMINISTRATION/SUPERVISION

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| 1. Coordinates, facilitates and manages administrative activities. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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| 2. Supervises certified and non-certified personnel. | <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table> | | | | | | |
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Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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3. Coordinates, consolidates, and supervises the activities of support personnel in accordance with system goals and objectives.

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4. Keeps superintendent informed of current status of support services.

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COMMENTS: _____

C. PERSONNEL

1. Organizes the recruitment and employment of professional and non-certified personnel.

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2. Develops and coordinates personnel policies and procedures.

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COMMENTS: _____

D. BUDGETING

1. Assists in preparing budget in accordance with established local, state, and federal policies and regulations.

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2. Administers budget in accordance with established local, state, and federal policies and regulations.

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Rating Scale
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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COMMENTS: _____

E. SYSTEM RESOURCE ACCOUNTING

- Maintains accurate and current inventories of equipment, materials, and supplies in accordance with local, state, and federal policies and regulations.

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COMMENTS: _____

F. POLICY DEVELOPMENT AND IMPLEMENTATION

- Assists in development and implementation of policies.

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- Provides leadership in assessing personnel.

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COMMENTS: _____

G. PROGRAM IMPLEMENTATION AND EVALUATION

- Implements that planned program.

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- Evaluates the program.

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COMMENTS: _____

Evaluator's Summary Comments: _____

Assistant/Associate Superintendent's Reaction To Evaluation: _____

Evaluator's Signature and Date

Assistant/Associate Superintendent's
Signature and Date

Signature indicates that the written
evaluation has been seen and discussed.