

CBI – EVALUATION OF THE SUPERINTENDENT

Through goal setting and evaluation of the Superintendent, the SAU Board will strive to accomplish the following:

1. Establish for the Superintendent his/her role in the school system as currently seen by the Board.
2. Establish for all Boards members the role of the Superintendent in the light of the job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Maintain effective working relationships between the SAU and District Boards and the Superintendent.
4. Provide effective leadership for the school system.

The SAU 39 Board will provide the Superintendent with periodic opportunities to discuss Superintendent/Boards relationships, and will inform him/her, at least annually, of its assessment of his/her performance. Each District Board may also discuss District-specific expectations and performance with the Superintendent.

Goals and Evaluations shall use the accompanying Superintendent Evaluation Form (CBI-R).

Goals shall be set and reviewed with the Superintendent at least twice in first year of new Superintendent's tenure, and at least annually thereafter, or more often if deemed necessary by the SAU Board Chair or the Superintendent.

Revised: September 14, 2020 (SAU)

Revised: October 26, 2017 (CBI-R, Goal Setting, Review Schedule- SAU)

Adopted: November 5, 1997

*This Page Intentionally Left
Blank*

CBI-R – EVALUATION OF THE SUPERINTENDENT

GOALS FOR SUPERINTENDENT:

_____ **DATE:**

EDUCATIONAL LEADERSHIP GOALS:

EDUCATIONAL LEADERSHIP KEYWORDS:

Leadership, vision, goals, objectives, inspire, initiative, innovation, risk taking. **Curriculum Planning and Development**, effectiveness, current, standards. **Instructional Management**, strategic direction, continuous improvement, assessment of practices. **School Culture and Leadership**: 21st century learning, innovation, student achievement, safety and security, achievement, expectations, post-secondary education, job market.

SAU39 POLICY

OPERATIONAL MANAGEMENT GOALS:

OPERATIONAL MANAGEMENT KEYWORDS Values and Ethics, integrity, professionalism, innovation, caring, teamwork, diversity and stewardship. HR Management, procedures, practices, compliance, talent management, succession planning, retains, assessment, evaluation, development, morale. Financial and Facilities Management, plans, budgets; efficiencies, cost saving, steward, effective, student achievement, codes, maintenance, repairs, upgrade, learning environment. Administrative Management, policies, statutes, legal counsel, bargaining strategies, bargaining agreements fairly and successfully, delegates, organization.

SAU39 POLICY

GOALS FOR SUPERINTENDENT:

DATE:

BOARD RELATIONSHIP GOALS:

BOARD RELATIONSHIP KEYWORDS:

Strategic Planning and Implementation, strategic plan, stakeholders, goals, priorities, resources, performance plan. **School Board Relations**, support, negotiations, grievances, working relationships, collegial relationship, balanced, success, development, informs, issues, analysis. **Policy and Governance**, advises, critical information, procedures aligned with policy, comply with laws, rules and regulations, policies adhered to. procedures are followed.

COMMUNITY RELATIONSHIP GOALS:

SAU39 POLICY

COMMUNITY RELATIONSHIP KEYWORDS: Community Engagement and Communications, public relations plan, public engagement, engages with community and school groups, responds, balanced communications (challenges and successes).

SAU39 POLICY

EVALUATION OF SUPERINTENDENT:

DATE:

Evaluating Board Member:

Please rate the Superintendent as an EDUCATIONAL LEADER:

_____ 1: **Does not meet** expectations

_____ 3: **Meets** expectations

_____ 2: **Approaches** expectations

_____ 4: **Exceeds** expectations

Please explain your rating.

EDUCATIONAL LEADERSHIP KEYWORDS:

Leadership, vision, goals, objectives, inspire, initiative, innovation, risk taking. **Curriculum Planning and Development**, effectiveness, current, standards. **Instructional Management**, strategic direction, continuous improvement, assessment of practices. **School Culture and Leadership**: 21st century learning, innovation, student achievement, safety and security, achievement, expectations, post-secondary education, job market.

Please rate the Superintendent as an OPERATIONAL MANAGER:

_____ 1: **Does not meet** expectations

_____ 3: **Meets** expectations

_____ 2: **Approaches** expectations

_____ 4: **Exceeds** expectations

Please explain your rating.

SAU39 POLICY

<p>OPERATIONAL MANAGEMENT KEYWORDS</p> <p>Values and Ethics, integrity, professionalism, innovation, caring, teamwork, diversity and stewardship. HR Management, procedures, practices, compliance, talent management, succession planning, retains, assessment, evaluation, development, morale. Financial and Facilities Management, plans, budgets; efficiencies, cost saving, steward, effective, student achievement, codes, maintenance, repairs, upgrade, learning environment. Administrative Management, policies, statutes, legal counsel, bargaining strategies, bargaining agreements fairly and successfully, delegates, organization.</p>

SAU39 POLICY

EVALUATION OF SUPERINTENDENT:

DATE:

Evaluating Board Member:

Please rate the Superintendent's RELATIONSHIP WITH THE BOARDS:

_____ 1: **Does not meet** expectations

_____ 3: **Meets** expectations

_____ 2: **Approaches** expectations

_____ 4: **Exceeds** expectations

Please explain your rating.

BOARD RELATIONSHIP KEYWORDS:

Strategic Planning and Implementation, strategic plan, stakeholders, goals, priorities, resources, performance plan. **School Board Relations**, support, negotiations, grievances, working relationships, collegial relationship, balanced, success, development, informs, issues, analysis. **Policy and Governance**, advises, critical information, procedures aligned with policy, comply with laws, rules and regulations, policies adhered to. procedures are followed.

Please rate the Superintendent's RELATIONSHIP WITH THE COMMUNITY:

_____ 1: **Does not meet** expectations

_____ 3: **Meets** expectations

_____ 2: **Approaches** expectations

_____ 4: **Exceeds** expectations

Please explain your rating.

SAU39 POLICY

COMMUNITY RELATIONSHIP KEYWORDS:

Community Engagement and Communications, public relations plan, public engagement, engages with community and school groups, responds, balanced communications (challenges and successes).

SAU39 POLICY

Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS *(as of September 2017)*

Ed 302.01 Executive Officer.

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent.
- (d) Such local district services shall include but not be limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (e) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).
- (f) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (g) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (h) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

SAU39 POLICY

Ed 302.02 Substantive Duties. The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.