

**BOGALUSA CITY SCHOOL SYSTEM
SUPERINTENDENT OF SCHOOLS FORMAL EVALUATION FORM**

Superintendent's Name: _____ School Board Member's Name: _____

Date of Evaluation: _____

Please place a check mark (✓) in the appropriate scoring column for each graded criteria.

I. BOARD RELATIONS/LEADERSHIP/PLANNING	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Prepares agendas with the Board President for each meeting of the School Board.						
2. Guides the Board and staff in long-range planning to meet projected needs.						
3. Submits plans with annual goals and objectives from the school system to the Board for approval.						
4. Implements board approved plans for the school system with staff assistance.						
5. Provides dates on issues, needs, and operations of the school system to enable the Board to make informed decisions.						
6. Identifies problems and shows creative ability in generating solutions.						
7. Demonstrates the ability to effect change by inspiring, guiding, and directing others.						
8. Adheres to the policies mandated by state and federal agencies, and files appropriate reports to be in compliance.						
9. Interprets and executes the intent of Board policy.						
10. Acts on his own discretion when action is necessary and when no policy exists, reports such action to the Board as soon as possible, and recommends policy for future guidance.						
11. Recommends number and types of positions, duties, and salaries required for operation of educational programs.						
12. Recommends names for employment, transfer, promotion, and dismissal of personnel according to Board adopted policy.						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

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II. ADMINISTRATION AND MANAGEMENT	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Maintains a visible presence in the system.						
2. Attends and participates in meeting of the Board.						
3. Serves as Secretary-Treasurer of the Board.						
4. Gives direction to supervisory and administrative staff in developing, achieving, and maintaining effective educational programs.						
5. Conducts performance observations and evaluations of designated staff members.						
6. Designates responsibilities and delegates authority to subordinates.						
7. Keeps a record of all Board transactions and proceedings.						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

III. COMMUNICATION AND INTERPERSONAL SKILLS	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. School Board						
2. Employees						
3. Parents						
4. Students						
5. Community						
6. Legislators						
7. News Media						
8. Promotes development and maintenance of mutual respect and confidence among all groups involved in the educational process						
9. Listens to viewpoints of others						
10. Informs school system employees concerning policies, procedures, regulations, and benefits						

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5. COMMUNICATION AND INTERPERSONAL SKILLS (continued)	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
11. Meets with employees to communicate information, receive input, and resolve concerns						
12. Recognizes the achievements of employees and students						
13. Works to improve morale and loyalty to the system						
14. Treats all employees fairly without favoritism or discrimination						
15. Follows due process concerning employee grievances						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

IV. EDUCATIONAL TRAINING	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Enforces courses of study, rules, bylaws and regulations of the Board of Elementary and Secondary Education as directed by the State Superintendent of Education						
2. Uses knowledge of current curriculum and instructional trends and developments to lead and direct educational programs						
3. Monitors progress of instructional programs and revises them as needed						
4. Participates in planning, developing, and studying curriculum improvement evaluation						
5. Utilizes the abilities and talents of staff members						
6. Visits schools and attends programs to observe results of instructional programs						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

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V. PROFESSIONAL GROWTH PLAN COMMENTARY

VI. SELF EVALUATION

A self evaluation has been completed _____ YES _____ NO (The self evaluation is kept on file by the superintendent)

VII. INTENSIVE ASSISTANCE

The teacher will be placed on Intensive Assistance _____ YES _____ NO

VIII. TOTAL EVALUATION RATING:

_____ EXCEEDS _____ NEEDS IMPROVEMENT
 _____ PROFICIENT _____ UNSATISFACTORY
 _____ SATISFACTORY

IX. POST EVALUATION CONFERENCE

My signature does not reflect any agreement or disagreement with the results of this evaluation. Rather, it is an assurance that I have had the opportunity to read and discuss the evaluation.

My evaluator has given me a copy of this Evaluation Summary report and has completed the Summative Conference within fifteen (15) school days since the evaluation. ***The date on this page must match the Summative Date on page one.***

Signature of Evaluator _____ Date _____

Signature of Superintendent _____ Date _____

