NEW HAMPTON SCHOOLS SUPERINTENDENT EVALUATION

PROCEDURES

I see the evaluation process as an opportunity for personal improvement. I welcome and appreciate your feedback on how I'm doing on the district goals and in meeting your expectations in order to perform at the highest levels possible. I appreciate and welcome positive feedback on things you think I'm doing well, but frankly, your honest feedback on things I could improve or even questions on what I've done or am doing provide the greatest opportunity for me to improve. Questions are a great starting point for discussion and also may lead me to reflect from a different perspective. With these thoughts in mind, here is my plan for my evaluation.

1. During the June board meeting, I will do a presentation in open session where I recap the year and how things have gone.
   a. When that is complete, I will request we go into closed session where I will complete my presentation and complete my evaluation.
   b. I will present a self-evaluation of my efforts.
   c. After my presentation, I will have some questions for you, and you should have some questions and feedback for me.
   d. Attached to this packet is an evaluation form. Please look it over and take some notes on any things you would like me to be aware of—including good feedback and opportunities for improvement. Bring it with you to the June board meeting and plan to use it to take additional notes during my presentation.
      i. During our discussion, you may refer to this form when giving me feedback and asking questions. If there is anything you don't feel comfortable bringing up during this time, please be sure to note it on the Evaluation Form.
      ii. At the end of the discussion, you will give your form to the board president and he will review them and then present any other feedback to the superintendent. The superintendent will not see the forms, but the president will share any feedback on them.
2. Thanks for your help in providing me direction and support. If you have any questions on this, please let me know.

STANDARDS FOR IOWA SCHOOL LEADERS

Below each standard is a set of Criterion which are designed to help you see is the standard being met or worked on.

Standard 1: An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. (Shared Vision)

Criterion

1a. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

1b. Uses research and/or best practices in improving the education program.

1c. Articulates and promotes high expectations for teaching and learning.

1d. Aligns and implements the education programs, plans, action, and resources with the district's vision and goals

1e. Provides leadership for major initiatives and change efforts.

1f. Communicates effectively to various stakeholders regarding progress with school improvement plan goals.

Potential Questions

- As you work with the district's vision, what barriers have you encountered and how have you worked to overcome them?
- What factors do you believe will impact our long-range vision?
- What connections exist between the district initiatives, allocation of resources, and student learning?
- How are you supporting our district's vision?
- Does your vision reflect the culture and climate of the community?

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.

Standard 2: An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. (Culture of Learning)

Criterion

2a. Provides leadership for assessing, developing and improving climate and culture.

2b. Systematically and fairly recognizes and celebrates accomplishments of staff and students.

2c. Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.

2d. Monitors and evaluates the effectiveness of curriculum, instruction and assessment.

2e. Evaluates staff and provides ongoing coaching for improvement.

2f. Ensures staff members have professional development that directly enhances their performance and improves student learning.

2g. Uses current research and theory about effective schools and leadership to develop and revise his/her professional growth plan.

2h. Promotes collaboration with all stakeholders.

2i. Is easily accessible and approachable to all stakeholders.

2j. Is highly visible and engaged in the school community.

2k. Articulates the desired school culture and shows evidence about how it is reinforced.

Potential Questions

- How do you monitor the culture and climate of the district?
- How do you support a culture focused on student achievement
- How do you ensure equality and equity in our district?
- What do you do with your own professional development and growth?
- How do you know if our professional development is making a difference?
- What evidence can you provide that we're using best research on quality professional development?

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.

Standard 3: An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. (Management)

Criterion

3a. Complies with state and federal mandates and local board policies.

3b. Recruits, selects, inducts and retains staff to support quality instruction.

3c. Addresses current and potential issues in a timely manner.

3d. Manages fiscal and physical resources responsibly, efficiently and effectively.

3e. Protects instructional time by designing and managing operational procedures to maximize learning.

3f. Communicates effectively with both internal and external audiences about the operations of the school.

Potential Questions

- What strategies do you use to monitor the operations of the district?
- How do you identify areas of improvement?
- What areas have you identified so far?
- How do you prioritize when resources are scarce?
- How often do you talk with the business manager about the finances of the district?
- How does our budget support or education goals?
- What can you tell us about the financial health of our district?

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.

Standard 4: An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources. (Family and Community)

Criterion

4a. Engages family and community by promoting shared responsibility for student learning and support of the education system.

4b. Promotes and supports a structure for family and community involvement in the education system.

4c. Facilitates the connections of students and families to the health and social services that support a focus on learning.

4d. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.

Potential Questions

- What data do you have that shows the level of parental involvement in our district?
- What steps have you taken to initiate community partnerships?
- How do you reach out to parents to engage them?
- How do you use your leadership skills to have a positive effect on the community?

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.

Standard 5: An educational leader promotes the success of all students by acting with integrity, fairness and in an ethical manner. (Ethics)

Criterion

5a. Demonstrates ethical and professional behavior.

5b. Demonstrates values, beliefs and attitudes that inspire others to higher levels of performance.

5c. Fosters and maintains caring professional relationships with staff.

5d. Demonstrates appreciation for and sensitivity to diversity in the school community.

5e. Is respectful of divergent opinions.

Potential Questions

- How do you apply ethical decision-making with staff, students, parents, and other stakeholders?
- How do you confront and resolve any ethical issue that arises?
- What strategies do you employ when dealing with ethical issues such as treating all kids equitably, ensuring that under-performing kids are given extra supports, etc.
- How do you model integrity, fairness, and ethical behavior?
- What are your ethical "Lines in the sand"?
- How can you show that your decisions are based on the "greater good" for all students and the system.
- What values and beliefs are central to how you approach ethical dilemmas

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.

Standard 6: An educational leader promotes the success of all students by understanding the profile of the community and, responding to, and influencing the larger political, social, economic, legal and cultural context. (Societal Context)

> 6a. Collaborates with service providers and other decision-makers to improve teaching and learning.
>
> 6b. Advocates for the welfare of all members of the learning community.
>
> 6c. Designs and implements appropriate strategies to reach desired goals.

<u>**Potential Questions**</u>

- What service providers are you working with or utilizing in our district?
- What steps are you taking to collaborate with other districts, institutions, organizations and on what issues?
- What steps have you taken to make sure our students and school will be prepared for our changing demographics in our community, state, and nation?
- What examples of advocacy for our district, students, and education can you provide us?

Feedback demonstrating progress is being made on Standard

Opportunities for improvement on this standard

Satisfied with progress toward meeting the standard? YES   NO
If not, please be sure you've articulated your concerns.