

## SUPERINTENDENT EVALUATION

Superintendent's Name: Dr. Sito Narcisse

Evaluator's Name:

Academic/Fiscal Year: 2021

Date of Evaluation:

Performance Criteria	Performance Exceeds Criteria	Performance Is Satisfactory	Performance Requires Improvement	Performance Is Unsatisfactory	Performance Cannot Be Judged
<b>A. RELATIONSHIP WITH THE BOARD</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1. Conducts frequent individual update meetings with each board member (at least monthly)					
2. Keeps the board informed on issues, needs, and operation of the school system					
3. Responds to board members questions and requests for additional information					
4. Provides information and recommendations to the board on items requiring board action					
5. Understands the role in the administration of board policy and interprets and executes the intent of board policy					
6. Supports board policy and actions to the staff and public					
7. Has a constructive working relationship with the board, working impartially with board members in attempting to resolve differences of opinion when they arise					
8. Accepts responsibility for maintaining understanding and respect between the board and the staff					
9. Works with the School Board to maintain good relationships and assist them in the execution of their respective governance and oversight roles					
<b>Performance Criteria</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Is Satisfactory</b>	<b>Performance Requires Improvement</b>	<b>Performance Is Unsatisfactory</b>	<b>Performance Cannot Be Judged</b>
<b>B. COMMUNITY AND STAKEHOLDER RELATIONS</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1. Gains respect and support of the community in the conduct of the operation of the school system					
2. Gives attention and consideration to the concerns and thinking of individuals and groups in the community					
3. Develops cooperative working relationships with the news media and works well with them					
4. Participates actively in community life and affairs					
5. Maintains good relations with governmental, educational, business, and community leaders					
6. Develops positive working relationships and collaboration with a wide variety of constituent groups including external partnerships					
<b>Performance Criteria</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Is Satisfactory</b>	<b>Performance Requires Improvement</b>	<b>Performance Is Unsatisfactory</b>	<b>Performance Cannot Be Judged</b>
<b>C. STAFF AND PERSONNEL RELATIONSHIP</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1. Develops and executes sound personnel procedures and practices					
2. Works to improve staff morale and loyalty to the organization					
3. Delegates duties and responsibilities to staff members appropriate to the position each holds					
4. Encourages participation of appropriate staff members and groups in planning procedures and policy implementation					
5. Evaluates performance of staff members giving commendations for good work as well as constructive suggestions for improvement					
6. Takes an active role in the development of salary schedules for all personnel and recommends to the board the levels, which, within budgetary limitations, will best serve the interests of the school system					
7. Builds an effective management team and organization in an environment of mutual trust and respect					

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<b>D. EDUCATION LEADERSHIP</b>	4	3	2	1	N/A
1. Understands and keeps informed regarding all aspects of the instructional program in implementing the school system's philosophy of education					
2. Participates with the board, staff, and community in planning, developing, and studying curriculum improvement and evaluation					
3. Provides democratic procedures and exemplifies the skills of a master teacher in utilizing the abilities and talents of the entire professional staff and laypersons of the community					
4. Articulates a vision and sets high standards and effectively leads the executions of improvement in the performance of administrators, staff and students and the entire school system					
5. Produces major positive changes at failing schools by using proven methods as well as innovative ideas					
6. Understands and effectively uses data to drive decisions that will lead to the improvement of curriculum and instruction as well as the entire school system					
<b>Performance Criteria</b>	Performance Exceeds Criteria	Performance Is Satisfactory	Performance Requires Improvement	Performance Is Unsatisfactory	Performance Cannot Be Judged
<b>E. BUSINESS AND FINANCE</b>	4	3	2	1	N/A
1. Keeps informed on needs of the school system – facilities, equipment, and supplies					
2. Supervises operations, insisting on competent and efficient performance					
3. Manages the business and fiscal affairs effectively, maintaining adequate controls and accounting					
4. Evaluates financial needs and makes recommendations for adequate financing					
5. Establishes priorities that focus on the needs of students when reduced revenues require difficult budget decisions					
<b>Performance Criteria</b>	Performance Exceeds Criteria	Performance Is Satisfactory	Performance Requires Improvement	Performance Is Unsatisfactory	Performance Cannot Be Judged
<b>F. PERSONAL QUALITIES</b>	4	3	2	1	N/A
1. Maintains high standards of ethics, integrity, and respect among board members, employees, and the community in all personal and professional matters					
2. Engages in professional development by attending professional conferences, visiting other districts, and meeting with other superintendents, working on professional committees, and reading current educational literature					
3. Devotes time and energy effectively to the district					
4. Demonstrates ability to work well with individuals and groups by exercising good judgment, respecting the opinion of others, and utilizing the democratic process					
5. Possesses highly effective communication skills, both written and verbal					
6. Works with the environment of caring parents and community and seek consensus when possible					

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<b>G. STRATEGIC PLAN</b>	4	3	2	1	N/A
1. Works effectively to accomplish the cornerstone of Student Achievement through: <ul style="list-style-type: none"> <li>• Standardizing performance measures and indicators for all EBRPSS schools and approved charters.</li> <li>• Developing and implementing a standardized reading curriculum and comprehensive reading supports at all schools.</li> </ul>					
2. Works effectively to accomplish the cornerstone of Exemplary Customer Service through: <ul style="list-style-type: none"> <li>• Making every point of contact a welcoming experience.</li> <li>• Increasing family engagement to support classroom success.</li> <li>• Developing and implementing a student recruitment plan</li> </ul>					
3. Works effectively to accomplish the cornerstone of Operational Excellence through: <ul style="list-style-type: none"> <li>• Creating a streamlined and efficient transportation system.</li> <li>• Providing students and employees with safe, secure and welcoming schools and facilities.</li> <li>• Developing a master plan to optimize facilities.</li> </ul>					
4. Works effectively to accomplish the cornerstone of Employee Development through: <ul style="list-style-type: none"> <li>• Developing current and future leaders at every level.</li> <li>• Recruiting and retaining highly qualified employees.</li> </ul>					
5. Works effectively to improve student achievement for all students, while simultaneously closing the achievement gap. Goal attainment to be measured later by: <ul style="list-style-type: none"> <li>a) 3-8 Assessment Index</li> <li>b) ACT Index</li> <li>c) Graduation Index</li> <li>d) Dropout Credit Accumulation Index</li> <li>e) Dual Enrollment</li> </ul>					

#### EVALUATION SUMMARY

**Strengths:**

**Areas for Improvement:**

**Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_

(Acknowledging receipt of evaluation form)

**Date:** \_\_\_\_\_

**Written comments may be attached**

**Comments attached**  **Yes**  **No**