

**GREAT FALLS PUBLIC SCHOOLS
SUPERINTENDENT EVALUATION PROCESS**

Deadline	Task
October 9	Board leadership discusses process and instrument with the Superintendent before placing both on board agenda for October 16.
October 16	Board approves, with possible amendments, evaluation process and instrument.
November 27	Board announces beginning of evaluation process as information item at board meeting and encourages public input, either in writing to the Board Chair by January 2 or as public comment to the Board at the January 8 meeting.
January 2	Written comment from the public is due to the Board Chair. To be considered, written comment must include the author's name and address.
January 8	As an agenda report, the Board Chair provides a summary of submitted written comments from the public and disseminates the evaluation instrument to Trustees for individual completion. Public comment relevant to the superintendent's evaluation will be taken in conjunction with the agenda item.
January 15	Trustees' individual assessments of the Superintendent's performance are due to the Board Chair. The Board Chair compiles all scores and comments in a single document.
January 22	Board completes its evaluation of the Superintendent's performance. The first phase of this final step of the evaluation process provides individual board members with the opportunity to discuss their scores and comments with the superintendent and to discuss the public's comments with the superintendent. The Board Chair will determine if the superintendent's right to privacy in this discussion-and-query phase supersedes the public's right to know, so this portion of the evaluation process may be conducted in closed session. The Board will take formal action on the Superintendent's performance in the open public board meeting on January 22.
January 26	The compiled evaluation instrument, with comments excised, will be made available to the public.

GREAT FALLS PUBLIC SCHOOLS

SUPERINTENDENT EVALUATION INSTRUMENT

The following statements describe various aspects of a superintendent and his or her work.

- For each item, there are six choices:
- 5 Performance is excellent
 - 4 Performance is above average
 - 3 Performance is average
 - 2 Performance needs improvement
 - 1 Performance is unacceptable
 - U Unable to assess

Please mark one choice that most accurately describes your observations as a board member.

If you mark either a “1” or “5” you will need to provide reason(s) under “*Comments.*”

If you fill this form out on a computer, you can expand the comments section as you type.

I. PERSONAL QUALITIES

		1	2	3	4	5	U	Comments
A	Defends principles and convictions in the face of pressure and partisan influence while keeping an open mind.							
B	Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.							
C	Earns respect and standing among professional colleagues.							
D	Allocates time and energy effectively to the job.							
E	Works well with individuals and groups.							
F	Establishes herself as a well-known, visible, and respected community leader.							
G	Exercises good judgment.							
H	Strives to be responsive and transparent when questioned by trustees, media, and the public.							
I	Possesses and maintains the health necessary to meet the responsibilities of the position.							
J	Maintains poise and emotional stability in the full range of professional activities.							
K	Is suitably attired and well-groomed.							
L	Communicates effectively with staff members, the board, and the public, in writing, in formal presentations, and in interpersonal contexts.							
M	Displays a positive attitude toward his/her responsibilities.							

II. RELATIONSHIP WITH THE BOARD

		1	2	3	4	5	U	Comments
A	Keeps the board informed on issues, needs, and operation of the school system.							
B	Offers professional advice to the board on matters requiring board action, with recommendations based on appropriate study and analysis.							
C	Skillfully interprets and executes the intent of board policy.							
D	Supports board policy and actions to the public and staff.							
E	Has a harmonious working relationship with the board.							
F	Effectively serves as liaison between the board and personnel, working toward a high degree of understanding and respect between the board and staff.							
G	Remains impartial toward the board, treating all board members alike and refraining from criticism of a board member or members.							
H	Makes active and sustained efforts to know and make effective use of each board member's assets and interests.							
I	Goes immediately and directly to the board, in an earnest effort to resolve any difference of opinion between herself and a board member or members.							
J	Bases position on matters discussed by the board upon principle, until an official position has been reached, after which she supports the decision of the board.							

RESERVED FOR BOARD

III. EDUCATIONAL LEADERSHIP

		1	2	3	4	5	U	Comments
A	Acts as educational leader of the schools by supervising administrative staff, overseeing curriculum development and instruction, and promoting staff development.							
B	Oversees personnel management by planning staffing needs, ensuring that personnel policies and the evaluation of all staff are in place, and encouraging staff participation in planning and decision-making.							
C	Displays skill in gathering, analyzing, and using data for decision-making; framing problems; and posing alternative solutions.							
D	Oversees financial management by proposing a balanced district budget, managing expenditures within the approved budget, ensuring adequate controls, and anticipating future financial needs.							
E	Stresses executive leadership and vision in shaping school culture and climate, empowering others, and emphasizing multicultural and ethnic understanding.							
F	Centers on developing procedures for working with the board; formulating district policy, standards, and regulations; and describing public school governance.							
G	Models professional engagement by participating in professional activities and associations, attending conferences, and contributing to the work of government and professional educational committees.							
H	Anticipates and implements strategies to explain educational challenges to the public and engage them in solutions.							

IV. DISTRICT GOALS AND STRATEGIC INITIATIVES 2017-2018

		1	2	3	4	5	U	Comments
1	Increases student achievement for all students, with a specific emphasis during this evaluation period on successful implementation of best practice instructional and intervention strategies, of enhanced data-informed instructional decision-making, and the expansion of personalized learning experiences that provide choice for students.							
2	Increase the graduation rate, with specific emphasis this evaluation period on addressing student risk factors via enhanced mental health support.							
3	Ensures the preparation of students in the effective use of technology for college, career and citizenship readiness with a specific emphasis this evaluation period on the continued implementation of the Technology Plan.							
4	Provides prudent stewardship of public resources, through inclusive, transparent, and long-term budget-related processes with a special emphasis this evaluation period on determining resources required to address learning in the 21 st Century.							
5	Demonstrates accountability and encourages the engagement of key partners: parents, staff, business, social services, and post-secondary options.							
6	Provides for the safety and welfare of all students by implementing the District Safety Plan and by addressing digital safety and citizenship.							
7	Provides the data, analysis, and public input and engagement necessary to ensure the health, safety, and quality of the educational experience in all of the school facilities of the Great Falls Public Schools District.							

Note: Because the evaluation occurs half-way through the year allotted for achievement of strategic planning initiatives, progress toward, rather than completion of, the initiatives is the evaluation criterion.

Submitted By:

Name: _____

Address: _____

Phone: _____

Submissions must be received by January 2, 2018. Anonymous submissions will not be considered.

Submit to: Jan Cahill, Board Chairperson
746 33rd B Ave NE
Great Falls, Montana 59404

or jfcahill48@gmail.com