SUPERINTENDENT OF SCHOOLS

SUMMATIVE EVALUATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Superintendent: |       |  | Date: |       |
| Employee ID #: |       |  | School Year: |       |

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| SUMMATIVE EVALUATION PRE-CONFERENCETo be completed before employee conference |
| **1** | Sources of evidence: A minimum of 2 sources of evidence must be used in the evaluation[ ]  Work observation[ ]  Survey data[ ]  Evidence review (specify in comments box)[ ]  Other (specify in comments box)Optional Comments:       |
| PLAN |
| **2** | (P.1) Cultivates a collaborative process through which the district vision, mission, and goals are created to meet the unique needs of students, families, staff, and communities served by Davis School District |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **3** | (P.2) Utilizes data and research to anticipate emerging trends and proactively address district needs |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **4** | (P.3) Plans effectively for the acquisition and efficient, equitable allocation and use of fiscal, human, and capital resources |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **5** | (P.4) Develops and implements strategies for formulating policies that meet legal requirements and define organizational expectations |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| LEAD |
| **6** | (L.1) Clearly articulates and consistently communicates vision, mission, goals, and goal progress  |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **7** | (L.2) Maintains a focus on student learning and achievement by ensuring implementation of quality instruction, curriculum, and assessment |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **8** | (L.3) Ensures quality staffing through effective hiring, induction, mentoring, training, and evaluation policies and practices |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **9** | (L.4) Empowers and inspires employees to collaboratively create and implement innovative and effective programs, processes, and solutions |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **10** | (L.5) Moderates the impact of external pressures and effectively moves the system through change processes |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **11** | (L.6) Utilizes effective communication strategies to ensure the timely flow of information |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **12** | (L.7) Advocates for legislation and state policies that support quality education |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| CHECK |
| **13** | (C.1) Checks regularly to ensure decisions, practices, policies, and resources support district vision, mission, and goals |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **14** | (C.2) Monitors and ensures compliance with federal, state, local, and district laws, policies, and procedures |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **15** | (C.3) Uses a wide variety of data to evaluate the effectiveness of policies, programs, and practices |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **16** | (C.4) Ensures frequent feedback is provided to employees and departments for continuous improvement |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| ENVIRONMENT |
| **17** | (E.1) Is approachable, supportive, and responsive |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **18** | (E.2) Ensures facilities are well-maintained, safe, and inviting |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **19** | (E.3) Fosters an environment where administrators, staff, and students are positive, respectful, and understanding of individual differences |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **20** | (E.4) Creates an environment of high expectations and celebrates excellence  |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| PROFESSIONALISM |
| **21** | (PRO.1) Models effective interpersonal, communication, and problem-solving skills  |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **22** | (PRO.2) Engages in self-reflection and professional learning for continuous growth and expertise |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **23** | (PRO.3) Collaborates and cultivates productive relationships with a wide variety of stakeholders to improve learning |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **24** | (PRO.4) Approaches challenges and changes positively in a problem-solving manner |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **25** | (PRO. 6) Uses the Evaluate Davis system effectively |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **26** | (PRO. 6.a) Percentage of employees with appropriate number of observations |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **27** | (PRO. 6.b) Observations completed during appropriate time frame |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **28** | (PRO. 6.c) Quality feedback is provided to employees through the evaluation system |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **29** | (PRO. 6.d) Follow through is consistently done for employees with “Ineffective” ratings or on “Plan of Assistance” |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **30** | Adheres to all school, district, and state policies and procedures with consistency. |
|  | [ ]  No (comments required)[ ]  Yes (comments optional) | Comments:        |
| **31** | Commendations, Recommendations, Other:       |
| SUMMATIVE EVALUATION CONFERENCETo be completed with employee |
| PROFESSIONAL GROWTH PLAN: |
| **32** | Superintendent has reviewed Evaluate Davis survey data, and has responded by making adjustments as needed. |
|  | [ ]  Did not review[ ]  Reviewed, but did not make adjustments to practice[ ]  Reviewed, and made adjustments to practice [ ]  Reviewed, scores indicated changes were not needed | Optional Comments:      |
| **33** | Professional Contributions (please list)[ ]  Complete | List:       |
| **34** | (PRO.5) Makes professional contributions to community, state, and the larger arena of education |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| REVIEW OF GOALS |
| **Performance Goal #1** | [ ]  No progress toward goal | [ ]  Progress made toward goal | [ ]  Met goal |
| **Performance Goal #2** | [ ]  No progress toward goal | [ ]  Progress made toward goal | [ ]  Met goal |
| **Performance Goal #3** | [ ]  No progress toward goal | [ ]  Progress made toward goal | [ ]  Met goal |

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| --- | --- | --- | --- | --- |
| *Superintendent Signature* | *Date* |  | *Board President Signature* | *Date* |