SUPERINTENDENT OF SCHOOLS

SUMMATIVE EVALUATION

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

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| SUMMATIVE EVALUATION PRE-CONFERENCE  To 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 CONFERENCE  To 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* |