

### **EVALUATION OF THE SUPERINTENDENT**

The Toronto City Board of Education shall annually evaluate its Superintendent. The evaluation process shall include but not be limited to the following:

- A. Effectiveness as the chief administrator for the Toronto City Schools.
- B. Effectiveness as the chief educator for the Toronto City Schools.
- C. Effectiveness as the chief representative of the Toronto City Schools to students, the staff, the Board, the community, the State of Ohio, and the nation.
- D. Effectiveness in accomplishing specific goals, both those self-established and those established by the Board of Education for the year being evaluated.
- E. Identification of strengths and weaknesses with suggestions for improvement.

#### **Procedure**

At least once each fiscal year, the Board of Education and Superintendent shall meet in executive session for the purpose of mutual evaluation of the performance of the Superintendent. The basis for this evaluation shall be, but not be limited to, the Board adopted job description for the position of Superintendent of Schools. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performances. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory. A copy of the written evaluation shall be made available to the Superintendent. The Superintendent shall have the right to make a written reaction or response to the evaluation. This response shall become a permanent attachment to the Superintendent's evaluation. Upon the request of the Superintendent, the Board shall meet with him/her to discuss the evaluation within thirty (30) days of the delivery of the written evaluation to the Superintendent.

The annual evaluations shall be considered by the Board of Education in deciding whether to renew the Superintendent's contract; however, the establishment of this evaluation procedure does not create an expectancy of continued employment. Nothing contained herein shall prevent the Board of Education from making the final determination regarding the renewal or nonrenewal of the Superintendent's contract.

TORONTO CITY SCHOOL DISTRICT

Superintendent Evaluation

Year: \_\_\_\_\_

Name of Superintendent: \_\_\_\_\_

Board President: \_\_\_\_\_

Directions: Circle the response that best reflects the consensus of the Board or individual member with regard to each of the following items:

- 5 – Always true
- 4 – True most of the time
- 3 – True about half the time
- 2 – Seldom true
- 1 – Never true

Superintendent:

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Prepares carefully for board meetings  | 5 | 4 | 3 | 2 | 1 |
| 2. Provides ample information to enable board members to make decisions                     | 5 | 4 | 3 | 2 | 1 |
| 3. Involves staff members in board meetings   | 5 | 4 | 3 | 2 | 1 |
| 4. Is responsive to concerns of board members   | 5 | 4 | 3 | 2 | 1 |
| 5. Answers questions of board members promptly  | 5 | 4 | 3 | 2 | 1 |
| 6. Handles media relations skillfully   | 5 | 4 | 3 | 2 | 1 |
| 7. Follows up promptly on requests of the Board   | 5 | 4 | 3 | 2 | 1 |
| 8. Keeps Board fully informed about school operations                                       | 5 | 4 | 3 | 2 | 1 |
| 9. Delegates responsibilities and authority to subordinates                                 | 5 | 4 | 3 | 2 | 1 |
| 10. Implements fully board policies   | 5 | 4 | 3 | 2 | 1 |
| 11. Interprets Board policies to staff  | 5 | 4 | 3 | 2 | 1 |
| 12. Is effective in management of business and fiscal affairs                               | 5 | 4 | 3 | 2 | 1 |
| 13. Advises the Board on need for new and/or revised policies and procedures                | 5 | 4 | 3 | 2 | 1 |
| 14. Is adept in personnel management  | 5 | 4 | 3 | 2 | 1 |
| 15. Conducts employee relations skillfully  | 5 | 4 | 3 | 2 | 1 |
| 16. Is knowledgeable and up-to-date in curriculum and instructional trends and developments | 5 | 4 | 3 | 2 | 1 |
| 17. Is effective in short and long-range planning   | 5 | 4 | 3 | 2 | 1 |
| 18. Anticipates problems and is effective in preventive actions                             | 5 | 4 | 3 | 2 | 1 |
| 19. Maintains good relations with local government leaders                                  | 5 | 4 | 3 | 2 | 1 |
| 20. Is effective in working with state legislative leaders                                  | 5 | 4 | 3 | 2 | 1 |

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|--|---|---|---|---|---|
| 21. Maintains effective working relationships with state department of education | 5 | 4 | 3 | 2 | 1 |
| 22. Knows how to pace self   | 5 | 4 | 3 | 2 | 1 |
| 23. Keeps self physically fit  | 5 | 4 | 3 | 2 | 1 |
| 24. Maintains good mental health   | 5 | 4 | 3 | 2 | 1 |
| 25. Engages in activities to promote own professional growth and development     | 5 | 4 | 3 | 2 | 1 |