

Policy: AFB  
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Hermon School Department

**Evaluation - Superintendent of Schools**

A. Purpose of Evaluation

The purpose of the evaluation of the superintendent is to:

1. Protect the employer,
2. Honor the employee's rights to feedback, a record of job performance and a complete file of a job history,
3. Assess the effectiveness of the superintendent in accomplishing assigned and statutory responsibilities, and
4. Provide a forum for the free exchange of issues on job performance between the superintendent and the Hermon School Committee.

Open communications and mutual understanding of expectations are essential between the superintendent and the School Committee to achieve and maintain a successful school system for Hermon.

The evaluation is intended to be a professional growth tool. It should take into consideration annual goals and overall responsibilities established by the job description, state laws, Department of Education rules and local policies.

B. Criteria for Evaluation of Superintendent

As the chief executive officer, the superintendent supervises the overall administration of the school system and serves as the secretary to the School Committee. In accordance with the policies of the School Committee, the superintendent shall provide professional leadership in the system and shall administer and supervise the schools in such a way as to secure improvement of educational opportunities. In addition to the statutory duties, the superintendent of schools shall have general supervision of all activities under the control of the School Committee. The superintendent is expected to make such rules and give such instructions to school employees as may be necessary to carry out the responsibilities of the office.

C. Process of Evaluation

The evaluation of the Hermon School Department shall be on a July 1 to June 30 basis, culminating in the annual formal evaluation of the superintendent by the end of June.

1. In September of each year the superintendent will present proposed goals and objectives to the school committee. The superintendent and the School Committee will then mutually establish and tentatively prioritize the goals and objectives of the superintendent for the school year beginning in September.
2. The School Committee may elect to conduct a review of programs on the goals and objectives in June.
3. In May of the evaluation year, the superintendent shall provide each School Committee member a set of the goals and objectives set the preceding year along with a report giving the superintendent's assessment of work done to accomplish those goals and objectives. The superintendent will also supply a current job description. The superintendent at this time may provide to the School Committee members a self evaluation on a form chosen by the superintendent.
4. Two (2) copies of the "Evaluation Form for the Superintendent of Schools" will be distributed to each school committee member so that each member may complete an evaluation of the superintendent in duplicate.
5. No later than two weeks before the June evaluation meeting of the School Committee with the superintendent, one copy of the evaluation shall be delivered by each member to the School Committee chairperson so that the ratings may be compiled for distribution to the superintendent and back to the School Committee members no less than three (3) days before the evaluation meeting. Copies of comments accompanying any item that has been rated as -- 4 - needs improvement or 5 - unsatisfactory -- shall also be included.
6. The superintendent's evaluation meeting shall be conducted in June of each year for rating performance during the preceding year. The evaluation session shall be conducted in executive session, and the superintendent and School Committee members shall be given full opportunity to discuss the observations and conclusions which are made on the evaluation forms. All documents associated with the evaluation are confidential materials.

(NOTE: The purpose of establishing specific employment goals and objectives is intended to assist the superintendent and School Committee in establishing priorities for action. Failure to accomplish particular goals and/or objectives may not reflect negatively on a superintendent's performance particularly where events may have superseded any given goal or objective.)

Hermon School Department

**Evaluation Form  
Superintendent of Schools**

The following expectations shall serve as the basis for the evaluation of the superintendent of schools.

(\* = an aspect of the job which is of primary importance)

Rating Options:

- 0 - No basis for evaluation
- 1 - Excellent
- 2 - Very Good
- 3 - Competent
- 4 - Needs Improvement
- 5 - Unsatisfactory

Place your carefully considered rating by putting the number (0, 1, 2, 3, 4 or 5) on the line for school committee member. Comments must be added for 4 or 5 ratings and are otherwise encouraged.

Under the following headings, the superintendent shall:

	<u>School Committee Member</u>	<u>Summary Compilation</u>
1. <u>Educational Program</u>		
*A. Ensure that a periodic review of the various components of the school program is conducted and advise the school committee on recommendations for the advancement of the schools' educational program.	_____	_____
B. Ensure the planning and implementation of a coordinated curriculum in the various schools as well as conducting of appropriate staff inservice training.	_____	_____
C. Facilitate a process for the school committee, community and school department to engage in comprehensive long range curriculum planning.	_____	_____
D. Be knowledgeable and up-to-date in curriculum and instructional trends and developments and provide leadership in those areas.	_____	_____

E. Show the initiative reasonably expected of a person in the position of superintendent.

\_\_\_\_\_

Evaluator's comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Responsibility to School Committee

A. Attend appropriate meetings of school committee and sub committees.

\_\_\_\_\_

B. Maintain accurate records.

\_\_\_\_\_

C. Collaborate with school committee chairperson in timely development and distribution of school committee agendas.

\_\_\_\_\_

D. Advise the school committee on the need for new/revised policies.

\_\_\_\_\_

E. Ensure that school committee policies are implemented.

\_\_\_\_\_

\*F. Prepare annual budget recommendations and implement the approved budget in accordance with law and policy.

\_\_\_\_\_

G. Take appropriate action when necessary in situations not covered by school committee policy.

\_\_\_\_\_

H. Keep school committee members informed on all matters of importance to the school department.

\_\_\_\_\_

I. Appropriately establish and meet annual goals and objectives.

\_\_\_\_\_

Evaluator's comments:

\_\_\_\_\_  
\_\_\_\_\_

3. School Department Staff

\*A. Secure and nominate the best qualified and most competent teachers and administrators.

\_\_\_\_\_

\*B. Employ the best qualified and most competent, non professional staff members available.

\_\_\_\_\_

C. Assign and transfer staff members as the interests of the school department may require and report such actions to the school committee for information and record.

\_\_\_\_\_

\*D. Ensure professional, meaningful teacher evaluations that address the purposes for which employee evaluations are intended.

\_\_\_\_\_

E. Provide assistance toward helping administrators improve.

\_\_\_\_\_

F. Encourage administrators and staff to show school pride in their buildings and campus.

\_\_\_\_\_

G. In a timely manner bring to the school committee's attention any salaried employee whose job performance is not satisfactory with a recommended course of action.

\_\_\_\_\_

H. Make timely and thorough presentations to the school committee of matters about which the school committee must exercise its quasi-judicial role.

\_\_\_\_\_

I. Ensure that effective staff meetings are held as needed to assure:

(1) the best possible maintenance of facilities,

(2) optimum business and operating procedures,  
and

(3) every staff member's best effort is applied in behalf of the welfare and improvement of Hermon schools and their programs.

\_\_\_\_\_

J. Effectively delegate authority/  
responsibilities to staff members. \_\_\_\_\_

K. Understand, implement and make  
recommendations for appropriate changes  
to negotiated agreements, employment  
contracts and employment policies. \_\_\_\_\_

L. Interpret school committee policies and  
establish administrative procedures to  
ensure staff accomplishes statutory and  
school committee established duties and  
expectations. \_\_\_\_\_

M. Promote communication on educational  
issues among all elements of the Hermon  
School Department and community  
members and institutions. \_\_\_\_\_

N. Participate in professional development  
and professional informational meetings. \_\_\_\_\_

O. Take advantage of opportunities for  
professional growth. \_\_\_\_\_

Evaluator's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Plant Management

A. Be accountable for directing appropriate  
management of all buildings and property  
within the school system. \_\_\_\_\_

B. Recommend new facilities, renovations  
to existing facilities or closing of facilities  
in a timely manner. \_\_\_\_\_

Evaluator's comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Community Relations

A. Effectively use media to keep goals and needs of the schools and children in public consciousness, inviting feedback and input for future planning.

\_\_\_\_\_

B. Effectively use networking to meet the needs of the students and community.

\_\_\_\_\_

C. Effectively represent the school department to the community as its liaison, spokesperson and advocate.

\_\_\_\_\_

Evaluator's comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Issues Specific to Current Year

A. Respond to situations unique to the particular year as effectively as possible in the context of the superintendent's duties and responsibilities.

Particular Issue:

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Excerpt from Maine Education and School Statutes  
Title 20-A Education - sub section 1055  
(As amended through the 126th Legislature First Regular Session  
(Effective from August 1, 2014on, unless otherwise indicated)

### **Superintendent; powers and duties**

The superintendent is responsible for the ongoing administration of the school administrative unit and for ensuring that the operation of the schools conforms to policies and rules as adopted by the school board and to state laws and rules. The superintendent also is the ex officio secretary of the school board and school building committee chosen by the administrative unit and shall perform duties as the school board or school building committee direct.

1. **Records, orders, vouchers.** The superintendent is responsible for:
  - A. Keeping a permanent record of all the votes, orders and proceedings;
  - B. Placing all orders for materials and supplies purchased by vote of the school building committee or school board;
  - C. Keeping all financial records and accounts; and
  - D. Issuing vouchers showing the correctness of bills contracted on account of school appropriations.
  
2. **Inspect schools; annual report.** The superintendent is responsible for:
  - A. Inspecting the schools and reviewing the operating rules, the discipline and the proficiency of the students;
  - B. Visiting each school at least the minimum number of times each term required by the school board or union committee as established by the policy adopted under section 1053; and
  - C. Annually, reporting to the commissioner on the progress of the comprehensive education plan required under section 4502, subsection 6.
  
3. **Financial and building report.** At least annually, the superintendent shall send an accurate account of school finances and an accurate report on the condition of school facilities to each board member.
  
4. **Educational materials.** The superintendent is responsible for carrying out the policies of the school board established pursuant to section 1001, subsection 10-A for the selection and purchase of all educational materials..
  
5. **Distribution and accounting of supplies.** The superintendent shall ensure that all necessary apparatus and supplies are distributed to each school, accurately accounted for and economically used.
  
6. **Display of flags.** The superintendent shall:
  - A. Ensure that the United States and Maine flags are displayed from public buildings every school day and on appropriate occasions.
  - A-1. Ensure that an American flag is displayed in every classroom in each public school in the unit; and
  - B. Report annually to the school board the amount necessary to furnish the public schools with suitable flags and flagstaffs. The school administrative unit shall appropriate the necessary funds.
  
7. **Enforce rules of the school board.** The superintendent shall enforce or cause to be enforced all rules of the school board.

**8. Full-time employment.** The entire time of a full-time superintendent shall be devoted to superintendence in the school supervisory unit which employs the superintendent. A full-time superintendent may perform educational service outside of the supervisory unit with the approval of the commissioner and with the consent of the school board.

**8-A. Part-time employment.** A superintendent who is employed as a part-time superintendent shall perform the duties agreed upon between the superintendent and the employing school board, subject to approval by the commissioner.

**9. Report to the commissioner.** The superintendent shall annually report, under oath, to the commissioner before a date established by the commissioner, concerning the operation of the school unit. The report shall contain:

- A. The amount appropriated and expended on elementary and secondary education in the preceding fiscal year;
- B. The number of weeks schools were open;
- C. The number of students registered;
- D. The average attendance;
- E. The amount received for tuition; and
- F. Other information required by rule adopted by the commissioner to demonstrate compliance with the requirements of this Title.

**10. Supervise school employees.** The superintendent is responsible for implementing a performance evaluation and professional growth system for all teachers and principals pursuant to chapter 508 and an evaluation system for all other employees the school administrative unit. The superintendent shall evaluate probationary teachers during, but not limited to, their 2<sup>nd</sup> year of employment. The method of evaluation must be determined by the school board, be in compliance with the requirements of chapter 508, and be implemented by the superintendent.

**11. Notification teams.** Within 10 days after receiving notice from a district attorney of an alleged juvenile offense or juvenile offense, pursuant to Title 15, section 3308, subsection 7, paragraph E or after receiving notice from a law enforcement officer of credible information that indicates an imminent danger to the safety of students or school personnel pursuant to Title 15, section 3301-A, the superintendent shall convene a notification team. The notification team must consist of the administrator of the school building or the administrator's designee, at least one classroom teacher to whom the student is assigned, a parent or guardian of the student and a guidance counselor. The notification team is entitled to receive the information described in Title 15, section 3308, subsection 7, paragraph E, subparagraphs (1) to (6) and in Title 15, section 3301-A. The notification team shall also determine on the basis of need which school employees are entitled to receive that information.

Confidentiality of this criminal justice information regarding juveniles must be ensured at all times, and the information may be released only under the conditions of this subsection. The superintendent shall ensure that confidentiality training is provided to all school employees who have access to the information.

**12. Reintegration team.** Within 10 days after receiving information from the Department of Corrections pursuant to Title 15, section 3009, the superintendent shall convene a reintegration team to carry out reintegration planning pursuant to section 254, subsection 12. The reintegration team must consist of the administrator of the school or the administrator's designee; at least one classroom teacher to whom the student will be assigned or who is involved in the school's student assistance team; a parent, guardian or custodian of the student; and a guidance counselor. The reintegration team is entitled to receive the information described in Title 15, section 3308, subsection 7, paragraph B-1, subparagraph (3) and Title 34-A, section 1216, subsection 1, paragraph F. The reintegration team shall also determine, on the basis of need, which school employees may receive that information.

Confidentiality of the criminal justice information regarding juveniles must be ensured at all times and the information may be released by a member of the reintegration team only under the conditions of this subsection. The superintendent shall ensure that confidentiality training is provided to all school employees who have access to the information.

