

**PENNSBURY SCHOOL DISTRICT**  
**Superintendent Performance Evaluation**  
**2021-2022**

***Part A***

**INSTRUCTIONS** Six broad areas of responsibility are defined below. In the block provided for each area, give a number score (1-4 as defined below) which best summarizes your evaluation of performance level in that area. Decimals may be used in providing a score if performance is judged to be between ratings. Comments, Suggestions for Improvement and Commendations may be included.

**Definitions of Performance Levels**

Consider the following definitions of relative ratings in evaluating the Superintendent's performance:

**DISTINGUISHED (3.0 – 4.0)**

- Performance is clearly outstanding.
- Performance is superior, far exceeding expectations.
- Performance is exceptional on a regular or continuous basis – the Superintendent far outperforms relative to minimum expectations.

**PROFICIENT (2.0-2.9)**

- Adequately performs all functions within the role, meeting or occasionally exceeding expectations.
- Performance is adequate, meeting or occasionally exceeding standards or expectations generally associated with performance.

**NEEDS IMPROVEMENT  
(1.0-1.9)**

- Periodically fails to meet expectations associated with assigned tasks, targeted goals or professional competencies.
- Performance is less than adequate on a periodic or frequent basis – the Superintendent may be developing within the position, but needs to improve to be considered proficient.

**UNSATISFACTORY (0-.9)**

- Performance is below acceptable levels.
- Fails to meet most expectations associated with the role of Superintendent – substantial professional improvement is needed before the Superintendent can be considered proficient in the role.

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
<b>Student Growth and Achievement</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Demonstrates understanding and appropriate use of performance measures established within the District in support of specific goals and initiatives.						
Appropriately monitors student achievement using multiple measures.						
Developed successful strategies for student and school-wide improvement.						
Monitors, oversees and encourages use of data among administrative and professional staff with regard to making curricular, staffing and strategic planning decisions within the District.						
Identifies areas of need for change in programs, curricula and instructional practices.						
<b>Organizational Leadership</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Compiles with state and federal mandates and local board policies.						
Has system in place to recruit, select, induct and retain staff to support quality instruction.						
Addresses current and potential issues in a timely manner.						

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
<b>Organization Leadership (continued)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Manages fiscal and physical resources responsibly, efficiently and effectively.						
Maximizes instructional time by effectively designing and managing operational procedures.						
Communicates effectively with both internal and external audiences about the operation of the school/system.						
Has systems in place to monitor budget.						
Appropriately addresses school safety and security.						
<b>District Operations and Financial Management</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Effectively works with the Board to develop and monitor District policy and administrative regulations related to District Operations and Financial Management.						
Regularly assesses and responds to District facilities and equipment needs and ensures prioritization and budgeting issues.						
Demonstrates knowledge appropriate to the role of the Superintendent regarding all financial and budgeting issues.						

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
<b>District Operations and Financial Management (continued)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Works with the Board and District Business Administrator to accomplish financial and budgetary priorities including meeting all timelines associated with the annual budget.						
Provides appropriate financial and budgetary reports to the Board.						
Ensures end-of-year results are consistent with budgetary planning expectations.						
<b>Communication and Community Relations</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Effectively works with the Board to develop and monitor District policy and administrative regulations related to Communication and Community Relations.						
Has worked successfully with the Board to build support in the community for the District's vision, mission and both long and short-term priorities.						
Handles media resources skillfully and regularly demonstrates sound judgment when communicating with the public.						
Maximizes utilization of multiple methods for delivering accurate, timely and reliable information to the Board and community.				x		

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
<b>Communication and Community Relations (continued)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Has been able to successfully build school/community partnerships that benefits students and staff.						
Communicates effectively with the Board and coordinates the flow of information from administrators to Board committees in a manner consistent with Board Operating Guidelines.						
<b>Human Resource Management</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Effectively works with the Board to develop and monitor District policy and administrative regulations related to Human Resource Management.						
Appropriately manages District staff, assigning functions, delegating effectively and determining accountability as necessary.						
Ensures timely completion of all District-wide staff evaluations.						
Ensures alignment of Superintendent and District goals with that of key personnel.						
Institutes sound employee relations programs to improve relationships between and among all staff members.						

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
<b>Human Resource Management (continued)</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Effectively monitors all aspects of the collective bargaining agreement(s) in the District.						
<b>Professionalism</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Demonstrates recognition and understanding of public education's role in promoting civic responsibility.						
Performs all duties in a manner consistent with the values and expectations of the Board and community at large.						
Supports a standards-based approach to governance, leadership and instruction throughout the District.						
Encourages an inclusive and respectful environment that aligns with the organization's execution of the District's vision, mission and strategic goals.						
Demonstrates ethical and personal integrity consistent with expectations associated with the role of Superintendent.						
Maintains the confidence and trust of school professionals and the community.						

Performance Standards	Performance Levels					Comments, Suggestions for Improvement, Commendations
Professionalism (continued)	0	1	2	3	4	
Continuously monitors effectiveness within the role of the Superintendent, seeking out and participating in professional development activities in alignment with areas identified for improvement by the Board and through self-reflection.						

*Part A: Scoring for base salary increase*

**PERFORMANCE STANDARDS**

**AVERAGE SCORE**

Student Growth and Achievement

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Organizational Leadership

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District Operations and Financial Management

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Communications and Community Relations

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Human Resource Management

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Professionalism

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OVERALL PERFORMANCE SCORE

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PERFORMANCE LEVEL

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