

**Wayne-Westland Community Schools
Westland, Michigan 48185**

**Board of Education
Evaluation of the Superintendent: School Year 2003-04**

Please indicate how successfully you rate the Superintendent on the specific items within the various categories of this evaluation instrument. Using the rating scale below, give each item a numerical response (PLEASE CIRCLE YOUR CHOICE).

- 5 Outstanding
- 4 Above Average
- 3 Average
- 2 Needs Improvement
- 1 Unsatisfactory

To obtain a mean score for each category, add all ratings and divide by the number of responses in that category . . . DO NOT COUNT ANY ITEM NOT RATED.

In accordance with Board Policy #2250, "After the superintendent's summary evaluation has been prepared by the board, the board shall adopt, by vote, the summary evaluation at an open meeting. After the board's adoption, the superintendent's summary evaluation shall be made available as provided under current law."

A. PROFESSIONAL LEADERSHIP AND PERSONAL QUALITIES (N=9)					
RATING SCALE					
1. His leadership motivates others to perform and produce positive results.	5	4	3	2	1
2. He selects and maintains able personnel.	5	4	3	2	1
3. He is sensitive to others and deals with them understandingly and thoughtfully.	5	4	3	2	1
4. Shows respect, concern and warmth for adults and students.	5	4	3	2	1
5. Has the health and vitality to meet the responsibilities of the job.	5	4	3	2	1
6. Deals effectively with difficult problems or conflict.	5	4	3	2	1
7. Has a pleasing and friendly personal appearance.	5	4	3	2	1
8. Communicates ideas effectively in oral and written form.	5	4	3	2	1
9. Displays the values and ethics of effective leadership.	5	4	3	2	1
TOTAL SECTION "A"					

B. CURRICULUM AND INSTRUCTION (N=4)					
RATING SCALE					
1. Provides leadership for improvement of the educational program of the district.	5	4	3	2	1
2. Places proper emphasis on instruction.	5	4	3	2	1
3. Is aware of recent findings in educational research and curriculum.	5	4	3	2	1
4. Focuses clearly on the needs of the students.	5	4	3	2	1
TOTAL SECTION "B"					
C. COMMUNITY RELATIONS (N=6)					
RATING SCALE					
1. Informs and interprets the policies, goals, programs and needs to the community.	5	4	3	2	1
2. Establishes an organized informational program through the news media, publications, school bulletins and events.	5	4	3	2	1
3. Informs the public and staff of accomplishments and activities of the school system.	5	4	3	2	1
4. Creates a positive image for the school district.	5	4	3	2	1
5. Works efficiently and aggressively for the best interests of the district.	5	4	3	2	1
6. Participates in community life and affairs.	5	4	3	2	1
TOTAL SECTION "C"					

D. BUSINESS AND FINANCE (N=5)					
RATING SCALE					
1. Demonstrates fiscal responsibility.	5	4	3	2	1
2. Informs the Board on the fiscal state of the school district.	5	4	3	2	1
3. Demonstrates knowledge in the area of school finance.	5	4	3	2	1
4. Presents budget and business affairs to the Board.	5	4	3	2	1
5. Provides innovative leadership and direction in budget matters.	5	4	3	2	1
TOTAL SECTION "D"					
E. EMPLOYEE RELATIONS (N=7)					
RATING SCALE					
1. Promotes positive labor/employee relationships.	5	4	3	2	1
2. Negotiates contracts within the parameters established by the Board.	5	4	3	2	1
3. Is accessible and visible to employee groups.	5	4	3	2	1
4. Is accessible and visible to individual employees.	5	4	3	2	1
5. Deals fairly and efficiently with employee problems.	5	4	3	2	1
6. Takes efficient and appropriate disciplinary action when necessary.	5	4	3	2	1
7. Provides a leadership role to achieve high morale.	5	4	3	2	1
TOTAL SECTION "E"					

F. BOARD RELATIONS (N= 7)					
RATING SCALE					
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. Provides ample time to enable board members to make decisions.	5	4	3	2	1
4. Is responsive to concerns of board members.	5	4	3	2	1
5. Answers questions of board members as promptly as possible.	5	4	3	2	1
6. Is impartial toward the board, treating all members alike.	5	4	3	2	1
7. Has harmonious working relationship with board members.	5	4	3	2	1
TOTAL SECTION "F"					
G. INTERGOVERNMENTAL RELATIONS (N=4)					
RATING SCALE					
1. Maintains positive relationships with governmental institutions.	5	4	3	2	1
2. Seeks to expand and continue positive relationships with governmental institutions.	5	4	3	2	1
3. Is associated with organizations which value and promote public education.	5	4	3	2	1
4. Represents W-WCSD at the county, state and federal level.	5	4	3	2	1
TOTAL SECTION "G"					

H. STUDENT RELATIONS (N=6)					
RATING SCALE					
1. Attends student activities.	5	4	3	2	1
2. Is visible at school functions.	5	4	3	2	1
3. Visits school classrooms and buildings.	5	4	3	2	1
4. Acknowledges student recognition at board meetings.	5	4	3	2	1
5. Is accessible to student population.	5	4	3	2	1
6. Communicates to board and public regarding student achievement.	5	4	3	2	1
TOTAL SECTION "H"					

TOTALS	
Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
TOTAL AVERAGE	

 XXXXX, President, Board of Education

 Date

 XXXXXXXXXXXXXXXX., Superintendent

 Date

Evaluation Form.03-04