

# THE SUPERINTENDENT SELF-EVALUATION

*You cannot be certain that board members realize what you have achieved if you do not tell them.*

**I**t is crucial that you present each board member with a comprehensive self-evaluation well before they commence their independent evaluation of your performance.

The report should include all of you and your staff's major and even minor achievements throughout the school year and detail the progress made in all aspects of the district, including operations and community and staff-related issues. Be sure to incorporate and credit the relevant contributions of your administrators because their efforts are under your direction and leadership.

A superintendent who expects to be appreciated for a plethora of spectacular accomplishments without taking the time to present them is foolish. The self-evaluation is pivotal to a fair, balanced, and accurate assessment of your work.



Remember, board members come to the position with different backgrounds, political agendas, understanding of the issues, and their contact with you and others in the district varies. Moreover, it is unrealistic to suppose they will remember every report and update.

Failure to take the time to prepare and present the full extent of the progress made throughout the year is not only unfair to you, it is unfair to the board and your staff because it deprives them of the pleasure of recognizing and celebrating their collective success.

## KEY CATEGORIES

Although it is usually preferable to use the evaluation instrument to be used by the board for your self-evaluation, in cases where this is impractical or inappropriate, the self-evaluation can be organized into these six areas:

### **POLICY AND GOVERNANCE**

The Superintendent works with the School Committee to develop a vision for the schools, and acts as the primary instructional leader and administrator for the school district.

This information for provided educational purposes. It is not legal advice, and The Cosca Group is not legally responsible for its use. It is your obligation to determine to investigate its applicability, legality and relative effectiveness for your purposes.

## **PLANNING AND ASSESSMENT**

The Superintendent works collaboratively with others to develop and implement the instructional program, budget, and long-term plan for the school district.

## **INSTRUCTIONAL LEADERSHIP**

The Superintendent ensures quality curriculum, instruction, assessment, and professional development across all schools in the district.

## **ORGANIZATIONAL AND FACILITIES MANAGEMENT**

The Superintendent effectively manages people, materials, and the budget to ensure student learning and to comply with legal mandates.

## **COMMUNICATIONS AND COMMUNITY RELATIONS**

The Superintendent promotes effective communication and interpersonal relations with staff and the community.

## **PROFESSIONALISM**

The Superintendent models professional, moral, and ethical standards, and works in a collegial and collaborative manner with school personnel, the board, and the community.