

*Instrument with be updated with Annual Goals***Evaluation Instrument for the Superintendent of Schools****1. District Goals**

This standard requires the Superintendent to make recommendations to the Board of Education regarding annual District Goals. The Superintendent will provide a midyear and end of the year report regarding the attainment of the final Board adopted goals and objectives.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Provides a safe and secure environment for students and staff through the development and implementation of relevant district policies and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Maintain a strong focus on teaching and instruction aligned to the Common Core Standards by implementing the shifts necessary to provide academically rigorous learning experiences to ensure that students are on the trajectory for College and Career readiness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Build on successful district models and strategies for professional staff development to strengthen teaching, instruction and student outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Continue to Implement the Annual Professional Performance Review (APPR) Plan in accordance with the Regulations adopted by the Board of Regents to implement Education Law 3012-c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E. Explore expanded opportunities for College and Career planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___F. Continue to develop and implement effective management strategies to ensure the most effective use of taxpayer funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___G. Strengthen communication with parents and community to increase understanding of school district operations, educational programs and opportunities, student performance and opportunities for community involvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___H. Analyze class size at the elementary level to ensure consistency of opportunities for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___I. Identify and explore the legally permissible role that the school district, Board and Administration, may play in the receipt and use of charitable donations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___J. Explore extended day learning opportunities for students for the 2014-15 school year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

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2. Curriculum and Instruction

This standard is designed to provide expectations for student learning and teaching.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Oversees the development and implementation of curriculum that meets or exceeds State standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Aligns curriculum, instruction and assessment to State standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Establishes instructional strategies designed to differentiate instruction to meet the needs of various learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Monitors growth in student and staff performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E. Utilizes technology to advance teaching and learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

3. Safety

This standard requires the Superintendent to develop appropriate plans and practices assigned to promote a safe learning and work environment in district schools.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Develops a district emergency plan in accordance with SED regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Ensures that required drills and exercises are practiced by students and staff in accordance with the district plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Convenes a district safety committee to annually review and revise the district safety plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Monitors district facilities regarding safety practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

4. Management

This standard requires the Superintendent to review and analyze data for the purpose of providing the Board with recommendations regarding district management and resources.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Keeps informed of the needs of the school plant, facilities, equipment and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Provides the Board with annual recommendations for capital improvement projects for school and district facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Demonstrates budget management through the budget development process and financial planning, management, auditing and monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5. Leadership and District Culture

This standard stresses the Superintendent's performance in leadership through empowering others, visioning, helping shape school and climate, and understanding multi-cultural and ethnic differences.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A.	Initiates and facilitates a community process to develop a shared vision that focuses on improving student involvement in all aspects of education including after school activities.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B.	Promotes academic rigor that focuses on learning and excellence for district schools.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C.	Promotes understanding and celebrating school/community's diverse cultures.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D.	Promotes a school based climate of tolerance, acceptance and civility.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E.	Develops implements, promotes and monitors continuous improvement processes.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___F.	Implements administrative procedures for facilitating the enforcement of all policies, laws, rules, and regulations.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

6. Policy and Governance

This standard involves working with the Board to formulate district policy, defining mutual expectations of performance with the Board and demonstrating good school governance to staff, students, and the community at large.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A.	Understands and articulates the board's role in governance of the district and differentiates between policy making and administrative roles.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B.	Works constructively with the Board to establish positive Superintendent/Board interpersonal and working relationships.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C.	Prepares Board agendas on a timely basis with the Board President.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D.	Advises the Board on the need for new or revised policies and ensure implementation.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E.	Acts on own discretion on any urgent matter not covered by Board policy and reports such action to the Board as soon as practicable.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___F.	Works with the Board regarding matters related to federal, state and local governments and on issues impacting the district.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___G.	Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Communications and Community Relations

The following standards emphasize the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole including beneficial relationships with the media. It also stresses responding to community feedback and building community support for the district.

7. Working with the Board

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Informs the Board with timely communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Keeps the Board informed on important issues, needs and operations of the district by providing reports and/or presentations in a format to facilitate Board efficiency and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Seeks and accepts constructive criticism of his/her work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Promotes team work between the Board and central administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E. Offers professional advice to the Board, providing pertinent information and options as needed for informed decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

8. Working with the Community

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Keeps the public informed about educational practices, trends, policies, and challenges in the school district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Professionally represents the district in its dealings with other school systems, institutions, agencies, community organizations and the general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Actively seeks perceptions of community members about the district and the schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Promotes involvement of all stakeholders to fully participate in the process of educating students and giving attention to concerns and opinions of groups and individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E. Presents a positive image of the school district by participating in community activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___F. Exercises leadership in the development and execution of positive community relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___G. Maintains a cooperative and effective relationship with news media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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___H. Maintains a positive relationship with community organizations as indicated in summary comments from organizations outlines in the addendum to policy 3160R.

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Comments: _____

9. Working with staff/students/parents

Develops and implements a plan of professional staff development that is research based and aligned to district goals.

	<i>Exceed Expectations</i>	<i>Meets Expectations</i>	<i>Partly Meets Expectations</i>	<i>Does Not Meet Expectations</i>	<i>N/A</i>
___A. Establishes open communication with students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___B. Facilitates effective communication between staff and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___C. Involves staff in goal setting and decision making by promoting collaboration in decision making approaches and results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___D. Meets and confers with the leaders of all employee units, representing the interests of the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___E. Imparts to the staff and students Board policies and state and federal laws and regulations relevant to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___F. Confers periodically with students about district programs and responds appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Approved by the Board of Education: March 26, 2014

Revised: September 16, 2015