

**JOSEPH K. LUMSDEN
BAHWETING PUBLIC SCHOOL**

SUPERINTENDENT PERFORMANCE REVIEW

For:
Period:

RATING SCALE KEY

HLP = High Level of Performance

DLP = Desired Level of Performance

MLP = Minimum Level of Performance

U = Unsatisfactory

Any U ratings must be supported with documentation that clearly supports the rating.

INS = Insufficient Basis for Judgment

Goal of Evaluation: The goal of the Superintendent Performance Review is to provide feedback on current level of performance and identify areas for growth. It is designed to be constructive, not disciplinary, in nature. Assigned ratings of U are not arbitrary or capricious, but are to be based on documented evidence of unsatisfactory performance.

Procedure: The Superintendent provides a self review that ranks performance to indicators. The School Board President meets with the Superintendent to conduct an initial review. Upon agreement of the ratings a final Performance Review is completed with written supportive comments where appropriate. Complete Reviews are to be conducted no less than every two years.

Document Construction and Approval: This document was constructed using a template provided by NEOLA and regional schools, and is designed to correspond to the Position Description elements. It was approved by the School Board in October, 1998. It replaces the previously used Sault Tribe evaluation form.

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Student Growth Data—this section accounts for 25% of the Evaluation per State of Michigan requirements

Indicators of Effective Performance	HLP > 80%	DLP 70-79%%	MLP 60-69%	U ≤ 59%	INS
Percentage of K-8 Students Proficient on the Fall to Spring NWEA MAP in reading for the previous school year					
Percentage of K-8 Students Proficient on the Fall to Spring NWEA MAP in math for the previous school year					
Percentage of 3-8 Students Proficient on the State Assessment in reading for previous school year					
Percentage of 3-8 Students Proficient on the State Assessment in math for previous school year					
Comments:					
Overall Rating					

GENERAL ADMINISTRATION

Indicators of Effective Performance	HLP	DLP	MLP	U	INS
Informs and Instructs the School Board on legal and legislative matters					
Manages effective communication with School legal counsel					
Provides professional counsel to the School Board in its deliberations					
Prepares and distributes agendas for School Board meetings and follows through on action taken					
Informs the School Board on issues, needs, and operation of the School system					
Maintains a working relationship with the Board					
Makes effort to acquire needed fiscal and other resources					
Utilizes a team management approach					
Prioritizes and arranges schedule to respond to matters of greatest importance					
Provides leadership to maintain effective operations under adverse conditions					
Comments:					
Overall Rating					

STAFF DEVELOPMENT

Indicators of Effective Performance	HLP	DLP	MLP	U	INS
Determine staff needs to accomplish District goals					
Arranges for programs for staff growth and development to accomplish District goals more effectively					
Provides for the development of leadership necessary to guide present and future staff actions toward achievement of District goals					
Plans for and participates in a program of personal and professional growth					

Comments:

Overall Rating

BUSINESS MANAGEMENT

Indicators of Effective Performance	HLP	DLP	MLP	U	INS
Directs preparation of the annual District budget and recommends approval by the Board					
Manages the School District within approved budget limits					
Supervises business operations to ensure efficient, productive business transactions					
Makes certain funds are invested according to state and federal guidelines and that adequate control and accounting measures are utilized					
Plans for comprehensive financial planning of the District					
Ensures that purchased services, equipment and other resources meet quality standards for performance. reliability and durability					
Provides proper management of all fiscal accounts					

Comments:

Overall Rating

PERSONNEL ADMINISTRATION

Indicators of Effective Performance	HLP	DLP	MLP	U	INS
Establishes an annual staffing plan for the organization and assignment of personnel to accomplish District goals and objectives					
Delineates his role and the role of others in maintaining effective staff relationships					
Directs effective recruitment, selection, appointment, and assignment procedures					
Provides for proper delegation of authority and responsibility throughout the organization. Makes effective use of available human resources.					
Develop and disseminate school personnel policies					
Works with appropriate staff to establish and maintain a personnel evaluation process for staff to assess current performance and identify areas for growth					
Develops and implements a system of procedures and compensation schedules to appropriately compensate staff and to retain a qualified and professional workforce					

Comments:

Overall Rating

EXTERNAL RELATIONS					
Indicators of Effective Performance	HLP	DLP	MLP	U	INS
Communicates effectively with Chartering institution and its agents to ensure implementation of school charter requirements					
Works effectively with State Department of Education personnel on fiscal, staff, and other regulatory matters of the District					
Communicates effectively with the community and other groups and agencies both orally and in writing					
Faces controversy by working effectively with it					
Represents the District in an effective manner at regional, state and national levels as needed					
Comments:					
Overall rating					

OVERALL RATING
<p>High Level of Performance:</p> <p>Desired level of Performance:</p> <p>Minimum Acceptable Performance:</p> <p>Unacceptable Performance:</p>

 Evaluation Committee Member Date

 Evaluation Committee Member Date

 Evaluation Committee Member Date

 Evaluation Committee Member Date