

**PRATT U.S.D. 382**  
**JOB EVALUATION**

- Rate from 5 to 1 with 5 being high and 1 being low.
- Any rating with a 2 or 1 will require a written reason in the comment section.

**TITLE:** Superintendent of Schools

**EVALUATION DATES:** First and second year of employment in the district, at least once each semester by the 60th school day of the semester. Succeeding years of employment, at least once a year by February 15;

**DUTIES:** The employee must.....

5 4 3 2 1 N/A

1. Supervise and evaluate all central office personnel and building principals.

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*Comments:*

5 4 3 2 1 N/A

2. Oversee planning and evaluation of curriculum, instruction, and school improvement efforts.

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*Comments:*

5 4 3 2 1 N/A

3. Oversee preparation of long and short-term goals for the district, including goals for student achievement.

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*Comments:*

5 4 3 2 1 N/A

4. Participate in professional activities to enhance knowledge and skills.

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*Comments:*

5 4 3 2 1 N/A

5. Implement all school board policies.

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*Comments:*

5 4 3 2 1 N/A

6. Report to the school board about the status of programs, current trends in education, the rules and regulations of the Kansas State Board of Education, and state and federal laws.

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*Comments:*

5 4 3 2 1 N/A

7. Recommend actions and alternatives to the board.

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Comments:

5 4 3 2 1 N/A

8. Act as liaison between the school board and school personnel.

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Comments:

5 4 3 2 1 N/A

9. Organize recruitment and recommend assignment of personnel.

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Comments:

5 4 3 2 1 N/A

10. Ensure administration of personnel policies and programs.

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Comments:

5 4 3 2 1 N/A

11. Plan and implement personnel evaluation systems.

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Comments:

5 4 3 2 1 N/A

12. Maintain up-to-date job descriptions for all personnel.

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Comments:

5 4 3 2 1 N/A

13. Oversee the planning and evaluation of staff development prog

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Comments:

14. Inform the board about improvements in curriculum, instruction, learning and co-curricular areas resulting from staff development activities and self-improvement programs. 5 4 3 2 1 N/A

Comments:

15. Oversee the preparation of long and short-term facility and site plans for the board. 5 4 3 2 1 N/A

Comments:

16. Oversee the maintenance of district property. 5 4 3 2 1 N/A

Comments:

17. Monitor construction, renovation, or demolition of school facilities. 5 4 3 2 1 N/A

Comments:

18. Prepare the budget. 5 4 3 2 1 N/A

Comments:

19. Ensure that expenditures are within limits approved by the school board. 5 4 3 2 1 N/A

Comments:

20. Report to the school board on the district's financial condition. 5 4 3 2 1 N/A

Comments:

21. Establish and monitor procedures for procurement of equipment and supplies. 5 4 3 2 1 N/A

*Comments:*

22. Communicate the district vision/mission to the school and community. 5 4 3 2 1 N/A

*Comments:*

23. Promote and maintain school/community relations, school-business partnerships, and related public service activities. 5 4 3 2 1 N/A

*Comments:*

24. Formulate plans to coordinate social, health, and other community agencies. 5 4 3 2 1 N/A

*Comments:*

25. Involve the site council(s) in planning and problem-solving for the schools. 5 4 3 2 1 N/A

*Comments:*

26. Monitor student and employee personnel services. 5 4 3 2 1 N/A

*Comments:*

27. Assure the monitoring of student progress on each of the student outcomes through an effective student records system. 5 4 3 2 1 N/A

*Comments:*

28. Maintain programs for health and safety of students. 5 4 3 2 1 N/A

*Comments:*

29. Provide accurate reports to the board on student achievement. 5 4 3 2 1 N/A

*Comments:*

30. Monitor the student transportation system. 5 4 3 2 1 N/A

*Comments:*

31. Use written and spoken language well. 5 4 3 2 1 N/A

*Comments:*

32. Interact effectively with all district personnel, B.O.E., community and students. 5 4 3 2 1 N/A

*Comments:*

33. Execute board directions effectively and accurately. 5 4 3 2 1 N/A

*Comments:*

34. Assist the board in conducting effective meetings. 5 4 3 2 1 N/A

*Comments:*

35. Perform other duties as assigned by the board and in accordance with the provisions of the USD 382 Board of Education.

5	4	3	2	1	N/A

*Comments:*

36. Will demonstrate professionalism in the areas of appearance and manners.

5	4	3	2	1	N/A

*Comments:*

*Approved By:* \_\_\_\_\_  
Board President

*Date:* \_\_\_\_\_

*Reviewed and agreed to by:* \_\_\_\_\_  
Employee

*Date:* \_\_\_\_\_