



# Mississippi School Boards Association Superintendent Evaluation Instrument

2020 Edition

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Executive Director

**Directions:** Each board member receives a superintendent evaluation form in advance of the board meeting and rates each standard using the following rating scale:

**1 Unsatisfactory   2 Needs Improvement   3 Proficient   4 Exceeds Expectations**

At a board meeting, the board secretary or board designee averages the results of each board member's individual rating of the superintendent on each of the eight standards and records the overall numerical rating on each standard in the box to the immediate right of the standard. *(Below each standard is a matrix to assist boards regarding what to consider when assigning a rating to a standard. Boards may choose to add items to the matrix, or delete from the matrix. The purpose of the matrix is to keep boards focused objectively on the standards.)*

Any indicator receiving a “**1 or Unsatisfactory**” necessitates (1) a written response from the board to the superintendent specifying the reason(s) for the unsatisfactory rating and (2) a corrective action plan written by the superintendent and approved by the board specifying future action the superintendent will take to correct the deficiency. The corrective action plan shall include strategies and measurable data indicators (as agreed upon by the board with input from the superintendent) that clearly describe (1) the action(s) the superintendent will take to avoid a future “**Unsatisfactory**” rating on the standard, and (2) the agreed- upon data indicator(s) proving that the standard has been met.

The superintendent is responsible for assuring that he or she has: (1) submitted a corrective action plan to the board within 30 days of the formal evaluation, and (2) scheduled periodic follow-up reports regarding improvement evidence in the deficient area as board meeting agenda items.

Standard 1: Provides leadership to the SCHOOL BOARD in implementing the district's vision, mission and goals.	
1.1	Collaborates with the Board in the preparation of long-term and short-term operational and instructional goals, which are objectively measurable as predetermined through "indicators of success."
1.2	Collaborates with the Board to develop action plans with measurable "indicators of success" on the agreed upon goals.
1.3	Collaborates with the Board in the preparation of annual monitoring intervals for all adopted goals.
1.4	Collaborates with the Board in determining the reporting format to be used at monitoring intervals for adopted goals.
1.5	Collaborates with the Board in the development of a Board "Annual Calendar" and assures that this calendar is included in the Board's monthly Board meeting packet.
1.6	Provides system data and leadership to the Board at school board meetings regarding the status of and progress made toward accomplishment of Board adopted goals.
1.7	Implements and evaluates the effectiveness of the adopted action plans.
1.8	Reports annually to the Board on the status of goals attainment as measured by the pre-determined, "indicators of success" / measurable objectives.
1.9	Accomplishes the goals of the school district as indicated by data presented in an annual "District Report Card."
Standard 2: Assists the SCHOOL BOARD in the continuous improvement of the school district.	
2.1	Assists the Board in meeting or exceeding the required training requirements of Mississippi Law.
2.2	Informs the Board about current trends and developments in education.
2.3	Prepares reports on progress made toward (1) the accomplishment of the district's goals, (2) the strengths and improvements needed in the school district, (3) any compelling problem(s) or emerging issue(s).
2.4	Participates in professional activities to enhance knowledge and skills.
Standard 3: Assists the SCHOOL BOARD to implement the district's organizational structure.	
3.1	Operates through adopted policies as the district's chief executive officer.

3.2	Follows the Board’s adopted Code of Ethics and Professional Governance Standards.	
3.3	Assures that the school district is in compliance with all Mississippi Department of Education Accreditation Standards.	
Standard 4: Provides leadership to the SCHOOL BOARD in policy development and policy implementation.		
4.1	Informs the Board about current rules, regulations, and accreditation standards of the Mississippi Board of Education and of applicable state and federal laws.	
4.2	Adheres to the Board policy on “Adoption of Policies” when developing policy or presenting new or revised policies to the Board for consideration.	
4.3	Correlates applicable policies to agenda items at Board meetings.	
4.4	Maintains and distributes all adopted policies.	
4.5	Ensures all policies are updated and current and that the staff and community have access to such policies.	
4.6	Provides recommendations on all policies presented to the Board.	
4.7	Seeks out staff and public opinion on applicable, proposed policies and reports the findings to the Board.	
4.8	Implements and explains policies and actions of the School Board.	
Standard 5: Meets established requirements in developing and conducting Board meetings.		
5.1	Posts all meetings by the Board in accordance with the Open Meetings Act.	
5.2	Follows the Board’s adopted policy on conducting effective school board meetings.	
5.3	Maintains the official School Board Minutes and other records that pertain to the State’s Open Records Act.	
Standard 6: Provides leadership as superintendent to the SCHOOL BOARD in personnel management.		
6.1	Communicates Board beliefs/vision/mission/goals to school personnel.	
6.2	Provides leadership to and general supervision of all school district employees.	
6.3	Assures that the board annually evaluates the superintendent.	
6.4	Implements staff evaluation processes consistent with the State’s evaluation system to ensure a fair and equitable evaluation of all personnel in the district.	
6.5	Maintains updated job descriptions for all staff.	

6.6	Maintains an updated, Board-approved school district organizational chart.	
6.7	Has a Board-approved plan for the recruitment of personnel.	
Standard 7: Provides accurate data to assist the SCHOOL BOARD in financial management.		
7.1	Coordinates with the Board in developing the budget.	
7.2	Ensures that the board approves guidelines for budget decision making.	
7.3	Develops the proposed budget following adopted budget policies that outline the budget development process and timelines to meet state and local requirements.	
7.4	Implements and administers the budget in accordance with Board directives and policy.	
7.5	Administers the approved budget within Board-established spending amounts and recommends budget amendments.	
7.6	Prepares monthly financial reports on the status of the budget – reports to include, at minimum, money budgeted, received, and expended to date in all budgeted areas.	
7.7	Prepares and presents to the Board annually a five-year trend report on the school district’s fund balance.	
7.8	Maintains the district’s financial records and cooperates with auditors annually to audit financial records.	
7.9	Provides the Board with a copy of the annual financial audit along with an executive summary of any findings/problems.	
7.10	Reports annually to the Board the findings of the District’s financial audit.	
7.11	Provides the Board with monthly reports on all/any financial transactions involving sixteenth section monies.	
Standard 8: Provides leadership to the SCHOOL BOARD in Board, staff, and community relationships.		
8.1	Demonstrates respect and cooperation in professional relationships with the Board and individual Board members, staff, and community.	
8.2	Recognizes and protects the chain of command concept.	
8.3	Works with the Board to develop and implement a process that encourages and seeks the input of staff at all levels in decision-making on significant issues where it is appropriate.	

8.4	Provides the Board with information on training opportunities, seminars, and conferences applicable to Board professional development and, whenever possible, attends Board training sessions with the Board.	
8.5	Develops a process to receive input from citizens on matters relating to the school district and communicates with the community.	
8.6	Implements the adopted Board policies on media communications.	
8.7	Ensures that each school has a community engagement plan.	
8.8	Ensures community easy access to the school district's "Annual Report Card."	

# Superintendent Evaluation Summary and Comment Sheet

- Exceeds Expectations: Exceeded Some Standard(s)
- Satisfactory: Met Most Standard(s)
- Needs Improvement: Did Not Make Sufficient Progress
- Unsatisfactory: Failed to Meet Most Standard(s)

**Progress Exceeds Expectations: Exceeded On Some Performance Standards and Indicators**

- List Standard(s) Exceeded: \_\_\_\_\_

**Satisfactory: Met Most Performance Standards and Indicators**

- List Standards(s) Not Met: \_\_\_\_\_

**Needs Improvement: Insufficient Progress on Some Standards and Indicators**

- List Standard(s) Needing Improvement \_\_\_\_\_

**Unsatisfactory: Failed to Meet Most Standards and Indicators**

- List Standard(s) Not Met: \_\_\_\_\_

**Board Written Response for Standard(s) Not Met:** *(Requires a written response from the Board  
Each standard should be listed separately. Attach additional pages as necessary.)*

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**Board Meeting in Which Corrective Action Plan Will Be Submitted - Date:** \_\_\_\_\_

**Superintendent's Comments:** *(Attach additional pages as necessary.)*

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**Signatures:**

**Board President** \_\_\_\_\_

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

**Board Secretary** \_\_\_\_\_

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

**Superintendent\*** \_\_\_\_\_

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

*\*The superintendent's signature does not necessarily indicate complete agreement with this evaluation but acknowledges that the performance discussion has occurred.*