

Ellen Bell

WORKING DRAFT

October-12, 2016

November-9, 2016

December 8, 2016- ADOPTED

STATE SUPERINTENDENT OF EDUCATION EVALUATION

Please indicate your rating on a scale of 1 to 3:

CRITERIA	SCORE	COMMENTS
	1= Needs Improvement 2= Proficient 3= Exceptional	
PERFORMANCE RESPONSIBILITIES:		
I. STATE SUPERINTENDENT OF EDUCATION		
A. Implements policies of the State Board of Education.	1	
B. Reports on a monthly basis to the State Board of Education members on the status of: - programs; - major personnel decisions and/or negotiated salary; - operations, including fiscal/budgetary matters, audits and investigations.	1	
C. Informs the Board about State and Federal laws and regulations, as well as current trends and developments in education.	2	

D. Informs Board members when the State Superintendent of Education will be in their respective school districts;	1	
E. Informs Board members of significant events in their respective school systems.	1	
F. Performs duties as State Superintendent of Education as prescribed by law.	1	
G. Informs Board members of significant events in the State.	2	
II. EDUCATIONAL LEADERSHIP OF SCHOOLS		
A. Provides for supervision, evaluation, and professional growth of State Department of Education personnel.	1	
B. Supervises the planning, implementation, and evaluation of curriculum and instruction.	1	
C. Communicates timely and effectively vision/mission to staff, local superintendents, administrators, teachers, students, parents/guardians and other stakeholders.	1	
D. Establishes goals for improving student achievement in all assessments: - Works to consistently reduce the number of and to eventually eliminate "failing schools"; - Takes leadership role in improving education by reducing remediation and improving Math, Reading, and Science proficiencies; - Works to improve the percentage of students that are proficient in Reading and Math on the ACT Aspire or other future-determined assessment;	1	

- Improves the percentage of students benchmarking on all four subtests of the ACT.	1	
III. FINANCIAL MANAGEMENT		
A. Provides a comprehensive review of the Department's finances to include individual section budgets and number of personnel.	1	
B. Seeks sufficient funding for the school system as needed.	1	
C. Prepares an annual budget that reflects the priorities of the State Board of Education.	2	
D. Ensures that expenditures are within limits approved by the State Board.	1	
E. Ensures compliance with federal and state laws, as well as policies.	2	
F. Implements procedures for procurement and fixed assets control of equipment and supplies.	2	
G. Maintains a current fixed assets inventory.	1	
H. Provides a plan to improve efficiencies of the Department, and updates the State Board of Education accordingly via a report made on a quarterly basis.	1	

I.	Keeps the Board fully informed of major personnel decisions or negotiated salaries. Notifies the Board of audits or investigations regarding finance. Provides year-end report of expenditures by section showing amounts spent and amounts left.	1	
IV. COMMUNITY RELATIONS			
A.	Develops and implements a state-wide plan for community relations.	1	
B.	Utilizes state/local media in community relations.	1	
C.	Models positive community involvement.	1	
D.	Recruits, hires, and retains personnel who have the potential to meet the needs of all.	1	
V. COMMUNICATION AND INTERPERSONAL RELATIONS			
A.	Speaks clearly, correctly, and coherently.	2	
B.	Writes clearly, correctly, and coherently.	2	
C.	Establishes effective communication processes with stakeholders, using modes of communication including blogs, vlogs, and education-related articles on the Departmental website.	1	
D.	Establishes effective interpersonal relations.	1	

E. Provides timely, effective, and appropriate communication with local school superintendents.	1	
F. Ensures that website is updated, user-friendly and easy to navigate.	2	
G. Establishes a liaison for public contact who is clearly listed on the Department's website.		
VI. PROFESSIONAL DEVELOPMENT, LEADERSHIP, AND RESPONSIBILITIES		
A. Improves professional knowledge and skills.	1	
B. Implements federal, state, and local laws (if applicable), policies, and procedures.	1	
C. Selects appropriate channels for communication/resolving concerns and problems.	1	
D. Performs duties in an effective manner.	1	
E. Provides data to the State Board of Education and other agencies as requested.	1	
F. Performs duties in accordance with established job description.	1	

Signature Board Member: Ellen B. Bell Date: July 21, 2017

Signature Superintendent: _____ Date: _____