

Worksheet 1.1: TOOL FOR CREATING A JOB DESCRIPTION

Essential Elements by Standard (begin with an action verb for each function that describes the performance expected)

STANDARD 1: VISION, CONTINUOUS IMPROVEMENT AND FOCUS OF DISTRICT WORK

List Elements and Skills:

1.

2.

3.

4.

5.

6.

Worksheet 1.1: TOOL FOR CREATING A JOB DESCRIPTION

Essential Elements by Standard (begin with an action verb for each function that describes the performance expected)

STANDARD 2: COMMUNICATION AND COLLABORATION

List Elements and Skills:

- 1.

- 2.

- 3.

- 4.

- 5.

- 6.

Worksheet 1.1: TOOL FOR CREATING A JOB DESCRIPTION

Essential Elements by Standard (begin with an action verb for each function that describes the performance expected)

STANDARD 3: POLICIES AND GOVERNANCE

List Elements and Skills:

1.

2.

3.

4.

5.

6.

Worksheet 1.1: TOOL FOR CREATING A JOB DESCRIPTION

Essential Elements by Standard (begin with an action verb for each function that describes the performance expected)

STANDARD 4: INSTRUCTION

List Elements and Skills:

1.

2.

3.

4.

5.

6.

Worksheet 1.1: TOOL FOR CREATING A JOB DESCRIPTION

Essential Elements by Standard (begin with an action verb for each function that describes the performance expected)

STANDARD 5: RESOURCES

List Elements and Skills:

1.

2.

3.

4.

5.

6.

Worksheet 2.1: IDENTIFY ANNUAL DISTRICT OBJECTIVES

School District: _____

Academic Year: _____

Superintendent Name: _____

FOCUSED, ANNUAL DISTRICT OBJECTIVES (no more than five)	EVIDENCE OF PROGRESS OR COMPLETION (Monitoring Evidence/Data Sources)	TARGETED COMPLETION DATE
1.		
2.		
3.		
4.		
5.		

Worksheet 2.2: DEVELOP WORK PLANS

To be completed by the superintendent and administrative team (Duplicate and complete one form for each objective.)

Superintendent Name: _____ **School District:** _____

Academic Year: _____ **Objective:** _____

ACTION STEPS	NAMES OF PERSONS/ GROUPS RESPONSIBLE	TARGETED COMPLETION DATE
1.		
2.		
3.		
4.		
5.		

Capacity Considerations
(Fiscal, human, time, or material resources needed)

Monitoring Process
(The reporting and feedback process that will be used to discuss progress being made toward achieving the objective)

Evaluation Criteria
(Criteria that will be used to determine how well the objective has been met)

Worksheet 3.1 (Formative Assessment) and 4.1 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

STANDARD	SUPERINTENDENT REFLECTION AND COMMENTS	BOARD RESPONSE/ RECOMMENDATIONS
<p>STANDARD 1: Vision, Continuous Improvement and Focus of District Work</p> <p>Representative Elements: (Insert elements from job description)</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>
	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>

Worksheet 3.1 (Formative Assessment) and 4.1 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

STANDARD	SUPERINTENDENT REFLECTION AND COMMENTS	BOARD RESPONSE/ RECOMMENDATIONS
<p>STANDARD 2: Communication and Collaboration</p> <p>Representative Elements: (Insert elements from job description)</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>
	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>

Worksheet 3.1 (Formative Assessment) and 4.1 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

STANDARD	SUPERINTENDENT REFLECTION AND COMMENTS	BOARD RESPONSE/ RECOMMENDATIONS
<p>STANDARD 3: Policies and Governance</p> <p>Representative Elements: (Insert elements from job description)</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>
	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>

Worksheet 3.1 (Formative Assessment) and 4.1 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

STANDARD	SUPERINTENDENT REFLECTION AND COMMENTS	BOARD RESPONSE/ RECOMMENDATIONS
<p>STANDARD 4: Instruction</p> <p>Representative Elements: (Insert elements from job description)</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>
	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>

Worksheet 3.1 (Formative Assessment) and 4.1 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

STANDARD	SUPERINTENDENT REFLECTION AND COMMENTS	BOARD RESPONSE/ RECOMMENDATIONS
<p>STANDARD 5: Resources</p> <p>Representative Elements: (Insert elements from job description)</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>	<p>3.1 – FORMATIVE (MID-YEAR)</p>
	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>	<p>4.1 – SUMMATIVE (END-OF-YEAR)</p>

Worksheet 3.2 (Formative Assessment) and 4.2 (Summative Assessment)

School District: _____

Academic Year: _____

Superintendent Name: _____

DISTRICT OBJECTIVES	EVIDENCE OF PROGRESS	3.2 - FORMATIVE ASSESSMENT		4.2 - SUMMATIVE ASSESSMENT	
		DATE: _____	STATUS: _____	DATE: _____	STATUS: _____
		IN PROGRESS	COMPLETED	IN PROGRESS	COMPLETED

Superintendent's Response:

Board Commendations/Recommendations:

Worksheet 4.3: SUMMATIVE/END-OF-YEAR EVALUATION

School District: _____

Academic Year: _____

Superintendent Name: _____

.....
Board Commendations/Recommendations:

I. Job Description

II. District Objectives

Board President (or other evaluator) : _____

Date: _____

Superintendent: _____

Date: _____