

Dr. Mychele Rhodes, Superintendent
McDuffie County School System
Superintendent Evaluation Instrument 2017-2018

The McDuffie County School System Governance Team (school board and superintendent) have designed the following superintendent evaluation instrument with specific goals, indicators and evidence as suggested within the GSBA template for the superintendent evaluation. The key components of the Superintendent Evaluation Instrument include:

- **Goals:** Goals are governance areas of responsibilities, broad in scope but narrow enough to be defined and address the operational function and the effectiveness of the school system.
- **Indicators:** Indicators are action items that describe what is expected to be accomplished within each goal area. One or multiple indicators may be necessary to accomplish the goal.
- **Evidence:** Evidence is a listing of Indicator numbers and/or data documents that will define the progress made on accomplishing the identified indicator.
- **Rating Scale:** The governance team should choose the method of rating for each goal area as a progress scale with the inclusion of written comments. The final superintendent evaluation report usually is completed on the goal area. However, the governance team may elect to rate each indicator and make a summary rating for the final evaluation report.
- **Comment Section:** The instrument is designed to capture each board member's comments by goal areas when individual board members complete the evaluation process. For the final official evaluation report to the superintendent, the board, by consensus, may elect to provide an overall comment summary to be included versus the individual board member comments.

GSBA Superintendent Evaluation Instrument

Goal Area I: District Improvement

Description:	The superintendent will provide leadership to the Board of Education in implementing the district's vision, mission and goals.	
Strategic Plan Area:	Student Achievement	
Vision Project:	3.4, 3.5, 4.2, 4.3, 4.4, 5.1, 5.2, 7.1, 8.7, 9.2	
Indicator(s)		Evidence
Indicator #1 - The superintendent will collaborate with the Board and the administrative leadership team in the preparation of long and short term operational and instructional goals.		System Strategic Plan, Cabinet Meetings, Principals and Assistant Principals Meetings
Indicator #2 - The superintendent will lead the administrative leadership team in the development of action plans with expected performances to be achieved on the agreed upon goals.		System Strategic Plan
Indicator #3 - The superintendent will oversee the planning and evaluation of curriculum and instructional programs.		Cabinet Meetings, Individual Meetings with the Director of Curriculum and Instruction, Pacing Guides, Curriculum Maps, and Benchmarks evaluated on an annual basis
Indicator #4 - The superintendent will ensure all system data is utilized in the development of short term and long term goals of the school district.		System Balanced Scorecard, Equity Plans, Monthly Board Meetings

Rating

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Goal Area II: Organizational and Operational Effectiveness

Description:	The superintendent will ensure a safe, orderly, and positive environment for all students and staff.
Strategic Plan Area:	Organizational and Operational Effectiveness
Vision Project:	5.4, 8.1, 8.2, 8.4, 8.6, 9.3
Indicator(s)	Evidence
Indicator #1 - The superintendent will collaborate with the administrative leadership team to implement system-wide Positive Behavioral Interventions in the district.	Schedule an overview of PBIS for principals and district staff, provide an opportunity for the district PBIS coordinator to present an overview to the Board, establish a date for the Georgia Department of Education training and orientation for the district administrative team
Indicator #2 - The superintendent will ensure the Code of Conduct is updated on an annual basis.	Annual presentation of Code of Conduct at a Board Planning Session
Indicator #3 - The superintendent will annually re-evaluate the organizational structure of the central office and make recommendations for changes as needed when retirements, resignations, or terminations occur within the district office.	Revisions made to the organizational chart when necessary, Board Meeting Minutes reflecting personnel actions
Indicator #4 - The superintendent will coordinate with the board the development of a budget on an annual basis that is in alignment with the district vision, mission, and strategic goals.	Annual Budget presentation and meetings of the board of education, System Strategic Plan
Indicator #5 - The superintendent will work with the Comptroller to ensure the preparation of monthly financial reports on the status of the budget.	Monthly budget reports from monthly meetings, Cabinet Meetings, Individual meetings with the Comptroller
Indicator #6 - The superintendent will inform the board about rules and regulations issued by the Georgia Department of Education and issued by the Federal Department of Education. The superintendent will provide and request recommendations based on organizational changes and/or policy revisions or additions based on said laws.	Monthly Board of Education Meetings
Indicator #7 - The superintendent will collaborate with the Director of Administrative Services to ensure the effective operation of the Department of Maintenance (specifically the update to the 5 year facilities plan), Transportation, and Technology.	5 year Facilities Plan, Annual Transportation Routing, District Technology Plan

Indicator(s)	Evidence
Indicator #8 – The superintendent will collaborate with the Director of Student Services to ensure the effective operation of the Department of Student Services.	IEP’s completed, student needs met
Indicator #9 - The superintendent will collaborate with the Director of Auxiliary Services to ensure the effective operation of the Department of School and Food Nutrition, Public Safety, Athletics, and Tribunal Hearings.	Evidence- Monthly Meal Menus, Department of Public Safety Standard Operating Procedures Manual, and Results of Tribunal Hearings

Rating

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Goal Area III: Human Resources Development

Description:	The superintendent will provide leadership as chief executive officer to the BOE in personnel management.	
Strategic Plan Area:	Human Resources Development	
Vision Project:	4.1, 6.3, 6.5	
Indicator(s)		Evidence
Indicator #1 - The superintendent will recommend all personnel actions taken by the board including the employment, assignment and dismissal of personnel.		Monthly board meetings
Indicator #2 - The superintendent will ensure the implementation of TKES/LKES to provide a fair and equitable evaluation of all personnel in the district.		District TKES/LKES Timeline, Training of all system personnel annually in TKES/LKES
Indicator #3 - The superintendent will ensure the scheduling of recruitment visits to colleges and universities to obtain highly qualified candidates for the McDuffie County School System.		Calendar of Recruitment Visits
Indicator #4 - The superintendent will ensure the scheduling of a system-wide interview date to obtain highly qualified candidates for the McDuffie County School System.		Schedule of System Interview Day
Indicator #5 - The superintendent will ensure faculty and staff are provided professional learning opportunities to enhance their skills and daily performance within the district.		System Professional Learning Calendar, Schedule training for Mentor Teacher Academy
Indicator #6 - The superintendent will assist the board to meet or exceed the annual training requirements pursuant to Georgia Law.		Annual Board Member Training Plan
Indicator #7 - The superintendent will participate in professional activities to enhance knowledge and skills.		System Professional Learning Calendar

Rating

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

Goal Area IV: Stakeholder Engagement

Description:	The superintendent will provide leadership to the Board of Education in board, faculty/staff, parent and community relationships.	
Strategic Plan Area:	Stakeholder Engagement	
Vision Project:	2.1, 8.1, 8.2, 8.3, 8.4, 8.6	
Indicator(s)		Evidence
Indicator #1 - The superintendent will ensure the implementation of a process to seek input from faculty/staff, parents, and community members relating to matters within the district.		Title I Parent and Community Surveys, Title II Faculty and Staff Surveys, Monthly Board Meetings, System Website, Annual Community Meeting (Town Hall Meeting), Superintendent’s Advisory Council, CTAE Advisory Committees, Post-secondary Partners, GSHS Data
Indicator #2 - The superintendent will ensure the training and effective operation of school councils at every school within the district.		School Council Minutes, Annual School Council training
Indicator #3 - The superintendent will communicate with the school system and community the on-going events within the school district.		Press releases, System website, On Board newsletter, Facebook, Twitter
Indicator #4 - The superintendent will actively participate in professional/community organizations.		Membership in Kiwanis, Rotary, GSSA and Professional Association of Georgia Educators as well as providing a McDuffie County School System presence on the McDuffie County Chamber of Commerce, and participation on the CSRA- RESA Board of Control

Rating

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:
