

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

<b>FOCUSED, ANNUAL DISTRICT OBJECTIVES</b> (no more than five)	<b>EVIDENCE OF PROGRESS OR COMPLETION</b> (Monitoring Evidence/Data Sources)	<b>TARGETED COMPLETION DATE</b>
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><b>STANDARD 1:</b>  <b>Vision, Continuous Improvement and Focus of District Work</b></p> <p><b>Representative Elements:</b>                      (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><b>STANDARD 2:</b>  <b>Communication and Collaboration</b></p> <p><b>Representative Elements:</b>                      (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><b>STANDARD 3:</b>  <b>Policies and Governance</b></p> <p><b>Representative Elements:</b>                      (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><b>STANDARD 4:</b>  <b>Instruction</b></p> <p><b>Representative Elements:</b>                      (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><b>STANDARD 5:</b>  <b>Resources</b></p> <p><b>Representative Elements:</b>                      (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:** \_\_\_\_\_