

Lee County School System

**Superintendent Evaluation Instrument
for
Dr. Jason Miller**

2022-2023 School Year

Lee County Superintendent Evaluation Instrument for 2022-2023

The Lee County School System Governance Team, school board and superintendent, have designed the following superintendent evaluation instrument with specific goals, indicators and evidence in partnership with the Georgia Leadership Associates (GLA). The Superintendent of the Lee County School System will be annually evaluated by Board Members on attainment of indicators that are mutually agreed upon by the Superintendent and the Board. The indicators selected for the 2022-23 evaluation are representative of the goals, objectives, and action steps of the Lee County Strategic Plan. Evaluation objectives will be annually updated to reflect Board priorities and progress made under the Strategic Plan. During the school year, the Superintendent will provide the Board with evidence relative to the attainment of each indicator. At conclusion of the 2022-23 school year the Board members will individually evaluate the Superintendent on attainment of indicators and the Board Chair will compile evaluation results and present a summary of the evaluations to the Board and the Superintendent. Upon presentation of evaluation results, the Superintendent will be afforded the opportunity to elaborate on and respond to the evaluation findings. A summary of the Board's evaluation results and the Superintendent's response will become part of the Superintendent's personnel file. The outcome of the Superintendent's evaluation will be annually considered by the Board in determination of the Superintendent's contract for employment. 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 (objectives) 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.
- **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.
- **Board Member Assessment:** 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.

GLA Superintendent Evaluation Instrument

Goal Area I – Student Achievement with Equity and Access	
Description: The superintendent will provide leadership for the implementation of the district’s vision, mission and goals.	
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.	Evidence Provided: Strategic Plan, School Improvement Plans (SIP), Comprehensive Needs Assessment (CAN)
Indicator #2 – The superintendent will lead the administrative leadership team in the development of action plans with expected performances to be achieved.	Evidence Provided: State Testing Results, Formative Assessments, District Data Meetings, Impact Checks
Indicator #3 – The superintendent will oversee the planning and evaluation of curriculum and instructional programs.	Evidence Provided: Board Meetings, Cabinet Meetings, Leadership Meetings, Instructional Leadership Meetings
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.	Evidence Provided: District Data Meetings, Impact Checks, Professional Learning Communities (PLC)
Indicator #5 – The superintendent will facilitate a standard- based instructional program meeting student needs including the development of problem-solving skills while promoting student achievement with equity and access.	Evidence Provided: Curriculum Guides, Comprehensive Needs Assessment (CAN), School Improvement Plans (SIP), Impact Checks
<u>Evaluator Comments:</u>	
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<u>Board Member Assessment:</u>	
Meets Expectations _____ Needs Improvement _____	

Goal Area II – Positive Culture and Climate	
Description: The superintendent will ensure a safe, orderly, and positive learning environment for students and staff.	
Indicator #1 – The superintendent will collaborate with the administrative leadership team to implement system-wide Positive Behavioral Interventions and Supports in the district.	Evidence Provided: Reports of turnover rates and exit survey summaries.
Indicator #2 – The superintendent will ensure the Code of Conduct is updated on an annual basis.	Evidence Provided: School Handbooks, Code of Conduct Board Presentation
Indicator #3 – The superintendent will annually re-evaluate the organizational structure of the district and make recommendations for changes as needed within the district.	Evidence Provided: Organizational Chart, Mid -Year Personnel Review (December), Needs/Numbers Meetings with Principals (February), Consent Agenda
Indicator #4 – 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.	Evidence Provided: Monthly Board Meetings, GSBA Meetings, Annual School Board Training
<u>Evaluator Comments:</u> _____ _____ _____ _____ _____	
<u>Board Member Assessment:</u> Meets Expectations _____ Needs Improvement _____	

Goal Area III – Staff Learning & Growth	
Description: The superintendent will provide leadership as chief executive officer to the BOE in personnel development and management.	
Indicator #1 – The superintendent will recommend all personnel actions taken by the board including the employment, assignment, and dismissal of personnel.	Evidence Provided: Consent Agendas, New Teacher Orientation,
Indicator #2 – The superintendent will ensure the implementation of TKES/LKES to provide a fair and equitable evaluation of all personnel in the district.	Evidence Provided: TKES/LKES Credentialing,
Indicator #3 – The superintendent will facilitate recruitment visits to universities and host an annual job fair to obtain highly qualified candidates for the Lee County School System.	Evidence Provided: Annual Job Fair, Documentation of Recruiting visits to GSW, VSU, and ASU, Posting of Open Positions on System Web Site, Social Media Accounts
Indicator #4 – The Superintendent will oversee development and implementation of a leadership development and support program to develop future leaders and to support current administrators.	Evidence Provided: Agendas of meeting sessions, List of Names of those involved, Georgia Leadership Institute of School Improvement (GLISI), SWGA RESA/GAEL training opportunities
Indicator #5 – The superintendent will ensure faculty and staff are provided professional learning opportunities to enhance their skills and daily performance within the district.	Evidence Provided: List of literacy professional development sessions delivered with linkage to targeted areas of the Strategic Plan.
<u>Evaluator Comments:</u> _____ _____ _____ _____ _____	
<u>Board Member Assessment:</u> Meets Expectations _____ Needs Improvement _____	

Goal Area IV – Stakeholder Involvement & Communication	
Description: The superintendent will provide leadership to the Board of Education in board, faculty/staff, parent and community relationships.	
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.	Evidence Provided: School Council Minutes, Superintendent Advisory Minutes, Surveys, Title I Community Engagement Meetings, Exit Surveys
Indicator #2 – The superintendent will communicate with the school system and community the on-going events within the school district.	Evidence Provided: Social Media Accounts including: Facebook, Twitter, Instagram, School System Web Site, Parent Notification (Parent Square), Leesburg Ledger, Community Meetings
Indicator #3 - The superintendent will ensure the training and effective operation of school councils at every school within the district.	Evidence Provided: School Councils for each school, Superintendent meetings with each School Council
Indicator #4 – The Superintendent will annually document to the Board the presentations, memberships, and participations that he has performed to represent Lee County Schools to the community.	Evidence Provided: Serve on the Boards of GSSA, GHSA, 4C Academy (Ex Officio), Lee County Chamber of Commerce (Ex Officio), Lee County Development Authority, Lee County Board of Health (President), Lee County Selective Service Representative, and Lee County Education Foundation (Ex Officio). Serve as member of the SWGA- RESA Board of Control.
Indicator #5 - The superintendent will oversee the development and annually update the system communication plan.	Evidence Provided: Communication Plan, Emergency Communication Plan
Evaluator Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Board Member Assessment: Meets Expectations _____ Needs Improvement _____	

Goal Area V – Operations/Organizational Growth & Diversity	
Description: The superintendent will ensure effective operations of the school system providing a safe, orderly, and positive learning environment for students and staff.	
Indicator #1 – The Superintendent will develop and present for Board approval an annual system budget that is balanced with revenues exceeding expenditures	Evidence Provided: Approved budget, Annual State Audit, Audit of School Accounts by Comptroller
Indicator #2 – The Superintendent will annually administer the Board-approved system budget with revenues exceeding expenditures. (with exception of Board agreement to spend down fund balance).	Evidence Provided: Monthly budget updates provided to Board
Indicator #3 – The Superintendent will oversee construction, renovation, and such projects associated with SPLOST and/or use of capital outlay funds.	Evidence Provided: Presentations by Superintendent, Architect, and Construction Management
Indicator #4 – The Superintendent will develop a system to track work orders to incorporate maintenance requests and sign offs.	Evidence Provided: List of monthly reports of work orders submitted and the status, monthly plant operations report to the board
Indicator #5 – The Superintendent will ensure the effective operations of custodial, maintenance, food service, student health, and transportation in support of student learning.	Evidence Provided: Monthly reports to board concerning Plant Operations, Food Service, Student Health, and Transportation
Indicator #6 – The Superintendent will provide for the safety and security of all schools, students, and staff.	Evidence Provided: School Safety Plans, School Safety Seminar, School Safety Survey, Collaboration with LCSO, Leesburg City Police, Lee County EMA
<u>Evaluator Comments:</u> _____ _____ _____ _____ _____	
<u>Board Member Assessment:</u> Meets Expectations _____ Needs Improvement _____	

