

# SuperEval Superintendent User Manual

## Superintendent Self-Evaluation

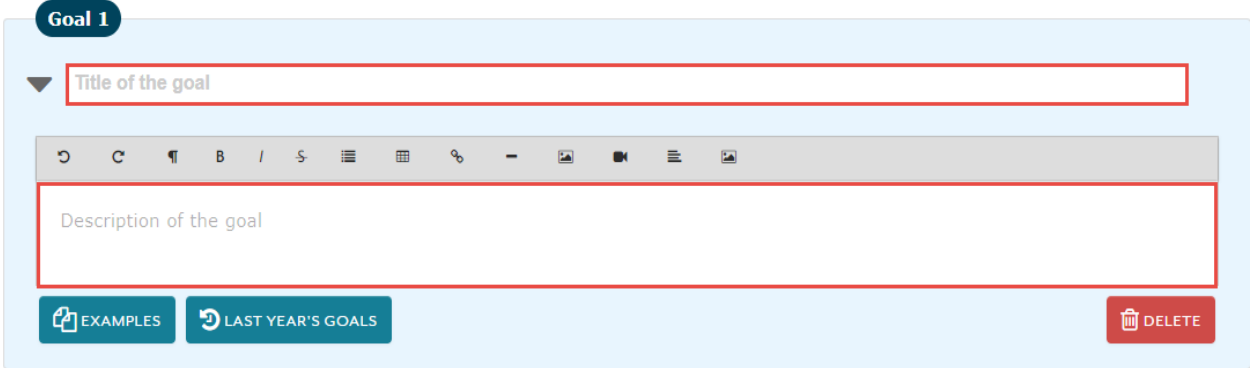
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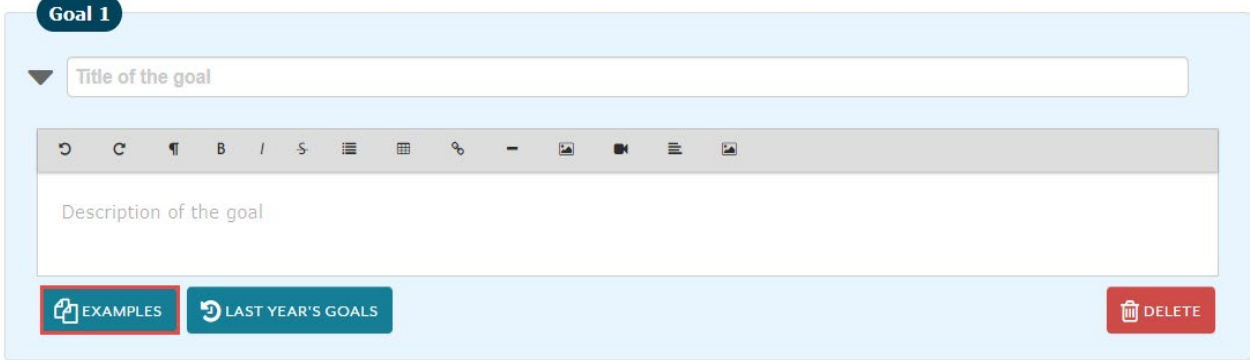
Each step of the SuperEval process can be accessed from the *Dashboard*. To open the step you wish to work on, click the title of that step on your Dashboard (see the *Dashboard* section within the *'Getting Started'* manual for further instructions on using this tool).

## Step One: Define Annual Goals and Select Competencies

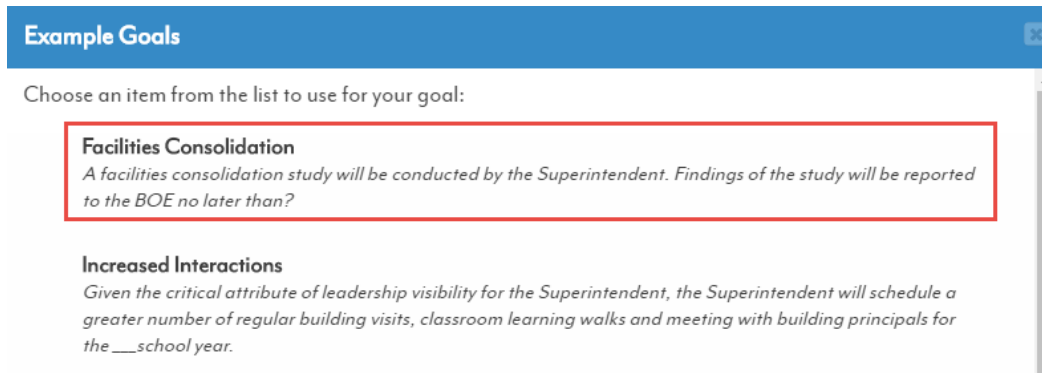
Work with your Board to co-create annual Superintendent goals to align the evaluation with performance targets. The first time you enter the **Define District Goals** section, you will see a text box where you can begin entering your goals. Add a **Title** and a **Description** for your first goal.



To select from a list of example goals, click the **EXAMPLES** button below the description box.

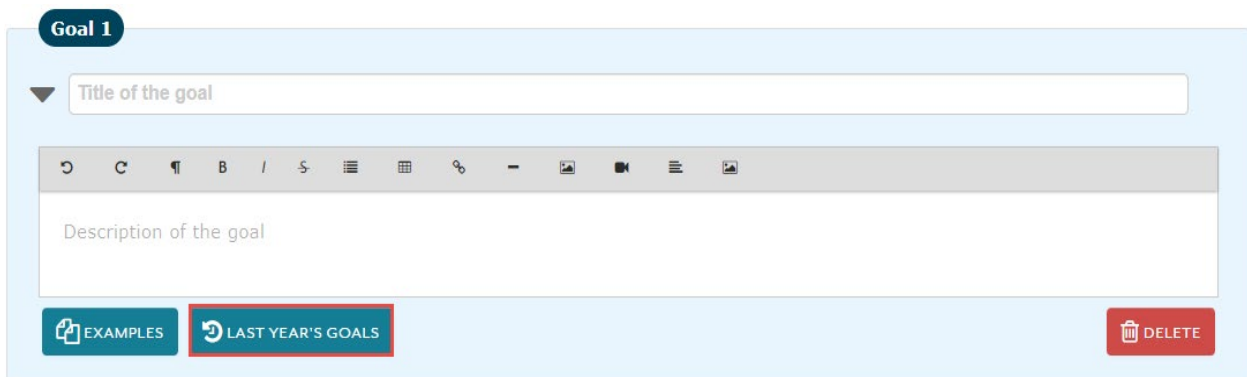


Choose an item from the list to use for your goal by clicking on the desired one. You may then edit the goal within the description box.



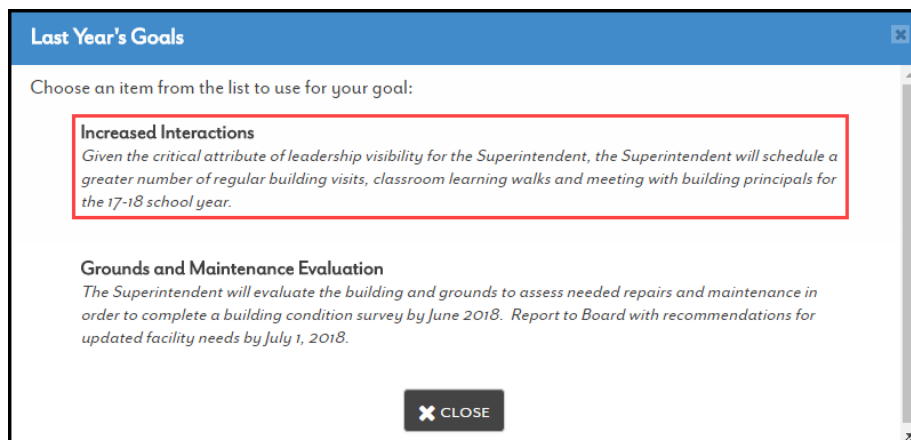
The screenshot shows a dialog box titled "Example Goals" with a close button (X) in the top right corner. Below the title, it says "Choose an item from the list to use for your goal:". There are two items listed: "Facilities Consolidation" and "Increased Interactions". The "Facilities Consolidation" item is highlighted with a red border and contains the text: "A facilities consolidation study will be conducted by the Superintendent. Findings of the study will be reported to the BOE no later than?". The "Increased Interactions" item contains the text: "Given the critical attribute of leadership visibility for the Superintendent, the Superintendent will schedule a greater number of regular building visits, classroom learning walks and meeting with building principals for the \_\_\_school year." A vertical scrollbar is visible on the right side of the dialog box.

To view or select from a list of goals entered from the previous year's evaluation (if applicable), click the **LAST YEAR'S GOALS** button below the description box.



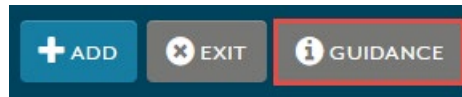
The screenshot shows a dialog box titled "Goal 1" with a dropdown arrow on the left. Below the title is a text input field labeled "Title of the goal". Below that is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and image. The text area of the rich text editor contains the placeholder text "Description of the goal". At the bottom of the dialog box, there are three buttons: "EXAMPLES" (with a document icon), "LAST YEAR'S GOALS" (with a circular arrow icon and highlighted with a red border), and "DELETE" (with a trash can icon).

Choose an item from the list to use for your goal by clicking on the desired one. You may then edit the goal within the description box.

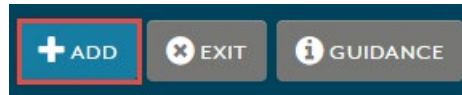


The screenshot shows a dialog box titled "Last Year's Goals" with a close button (X) in the top right corner. Below the title, it says "Choose an item from the list to use for your goal:". There are two items listed: "Increased Interactions" and "Grounds and Maintenance Evaluation". The "Increased Interactions" item is highlighted with a red border and contains the text: "Given the critical attribute of leadership visibility for the Superintendent, the Superintendent will schedule a greater number of regular building visits, classroom learning walks and meeting with building principals for the 17-18 school year." The "Grounds and Maintenance Evaluation" item contains the text: "The Superintendent will evaluate the building and grounds to assess needed repairs and maintenance in order to complete a building condition survey by June 2018. Report to Board with recommendations for updated facility needs by July 1, 2018." A "CLOSE" button is located at the bottom center of the dialog box. A vertical scrollbar is visible on the right side of the dialog box.

To view tips on developing effective goals, click the **GUIDANCE** button near the top of the page.



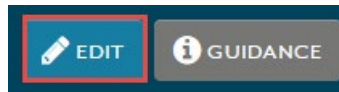
To add additional goals, click the **ADD** button near the top of the page.



As you are typing your progress will be saved automatically.



If you return to this page at a later time and wish to edit your goals, click the **EDIT** button near the top of the page to access the editing menu.



To advance to Step Two (the Superintendent Self-Evaluation), click the blue **MARK COMPLETED** button under the status column of the Dashboard.

Step	Task	Due	Status
1	<a href="#">Annual Goals and Competency Selection</a> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated.	9/30/19	✓ MARK COMPLETED

Work with your board to identify competencies from the rubric that relate directly to your role as the Superintendent within your school district. Select competencies by clicking into **Annual Goals and Competency Selector**.

Step	Task	Due	Status
1	<a href="#">Annual Goals and Competency Selection</a> ■ In this two-part step, the Superintendent and Board co-create annual goals to align evaluation with performance targets and select the competencies that will be evaluated.	9/30/19	✓ MARK COMPLETED

Click on 1.b SELECT COMPETENCIES

Click Edit, then check the box to the left of the competency that you **DO NOT** want included in your evaluation. Your progress will be saved automatically.

**Select Your Evaluation Competencies**

- This step allows you to select or deselect the competencies which will comprise the evaluation.
- If you and your evaluator(s) agree to use all the competencies within the evaluation rubric, then no action is required as the default setting is having all the items included.
- If you and your evaluator(s) wish to remove some competencies and not have them as part of the evaluation process, please deselect the competencies by clicking on the check box to the left of the item. By removing the check mark to the left of the competencies, this item will not appear again in this evaluation cycle.

A. Relationship with the Board

- A.1 Information  
*Keeps the board informed with appropriate information as needed so it may perform its responsibilities.*
- A.2 Materials and Background  
*Materials are provided. Some supporting information is included.*
- A.3 Board Questions  
*Board questions are addressed with occasional follow-up to members.*
- A.4 Policy Involvement  
*Is actively involved in the development, recommendation and administration of district policies.*
- A.5 Board Development  
*Provides members with information regarding board development opportunities when they arise.*

B. Community Relations

- B.1 District Image  
*Projects a positive image of the district as expected.*
- B.2 Communication with Community  
*Actively seeks two-way communication with the community as appropriate.*

## Step Two: Superintendent Self-Evaluation

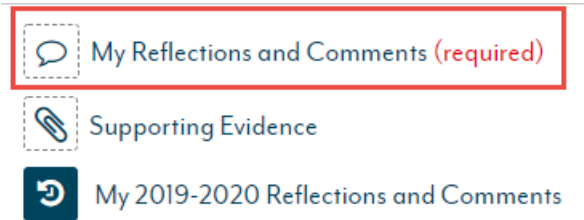
The first time you enter the Superintendent Self-Evaluation, you will see a blank rubric. You may use the slider bar near the upper right corner of each section of the rubric to set your score, or you may click directly on the appropriate section of the rubric.

**A.1 Information**

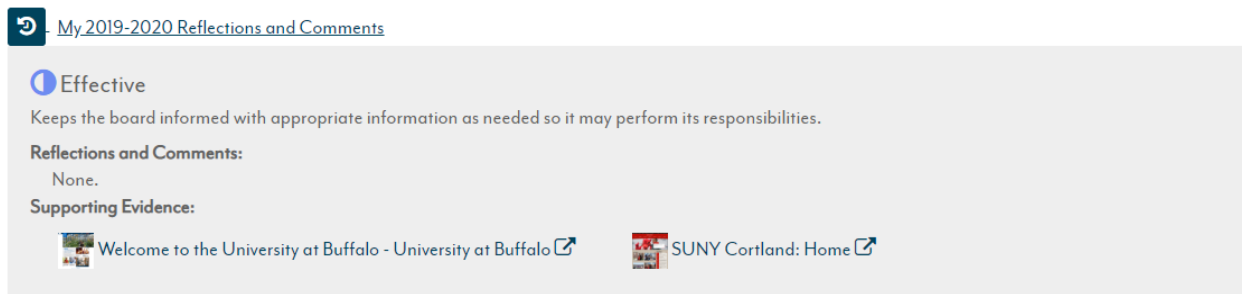
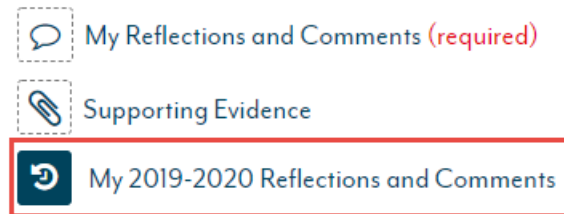
Effective

Not Selected	Ineffective	Developing	Effective	Highly Effective
No selection has been made on this rubric.	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.

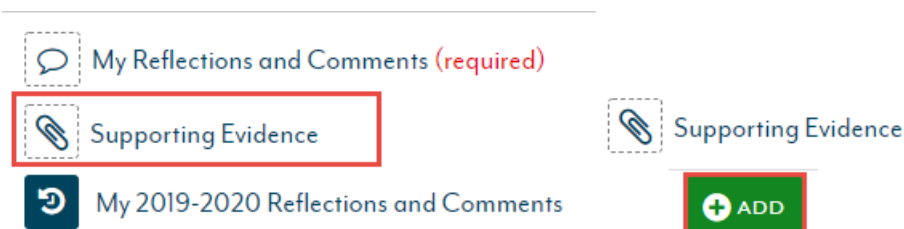
Click the **Comments and Reflection** link next to the thought bubble icon beneath the rubric to add further information. Type your comments directly into the text editor that appears. After you add comments, the thought bubble will display as a solid blue.



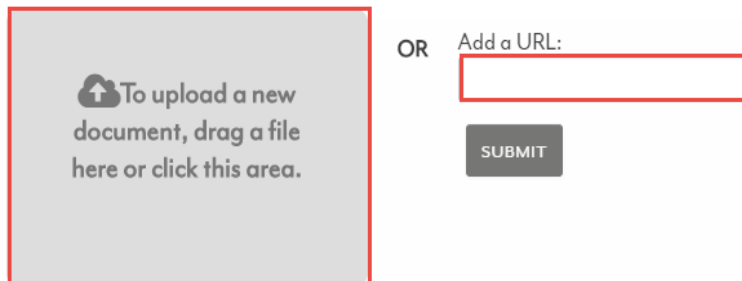
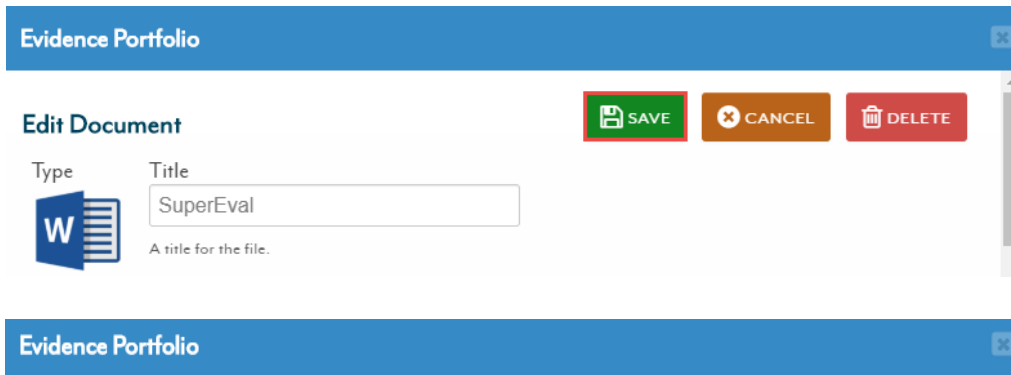
Click on **My (Previous School Year) Reflections and Comments** to view your rating, reflections and comments, and evidence from the previous school years evaluation.



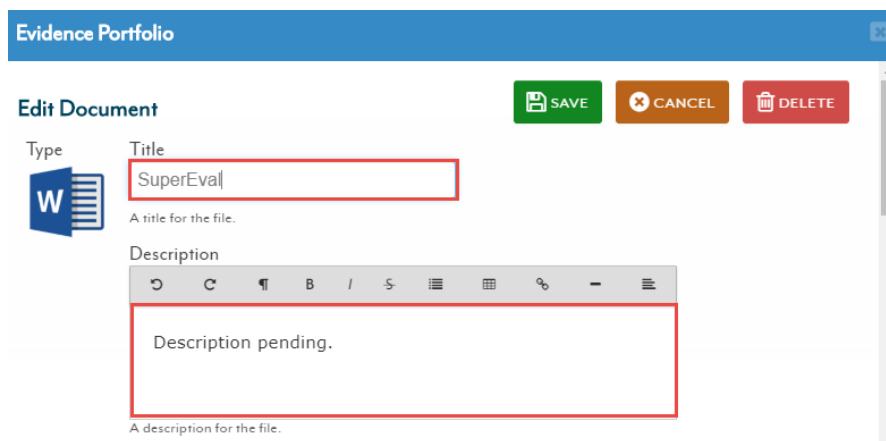
To add supporting documentation, click **Supporting Evidence** then click the green **ADD** button.



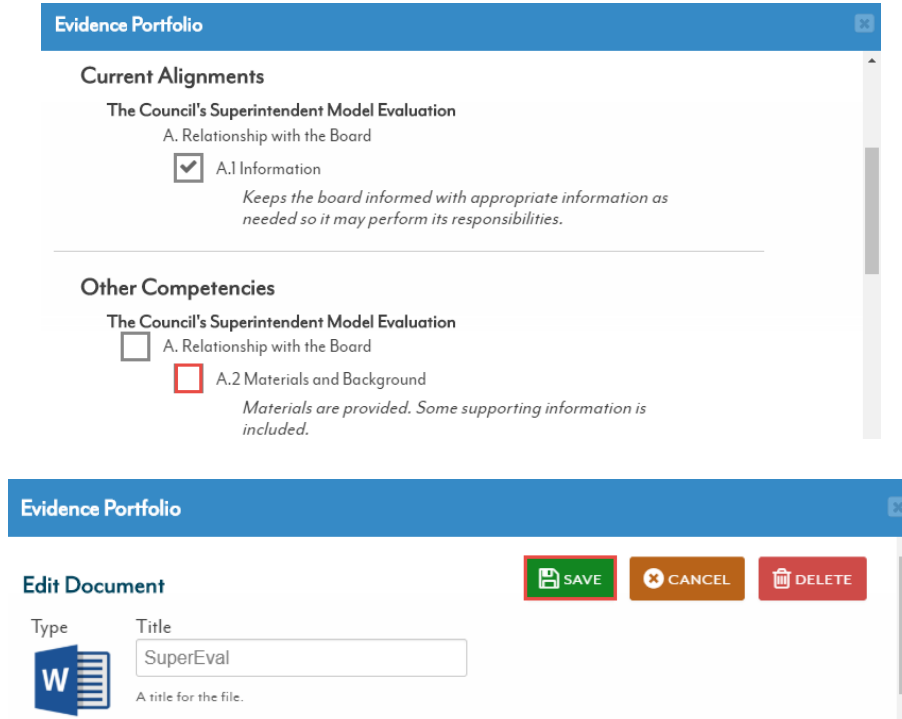
Drag any file to the upload area that appears or click the box to browse for files. If you wish to attach a web resource, you may type/paste a URL into the designated box and click **SUBMIT**.



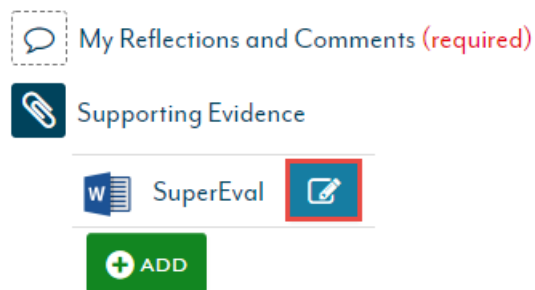
The file will appear within the **Evidence Portfolio** section you attached it to. If desired, type a title and/or description in the respective boxes.



You may wish to align a resource to multiple sections of your Self-Evaluation (in addition to the Current Alignments). To do that, click the appropriate checkboxes in the **Other Competencies** section. Click the **SAVE** button at the top when you are done.



To edit or remove an existing article of supporting evidence, click on the pencil icon next to the file. Then, make your adjustments and click **SAVE**, or click **DELETE** to remove the file entirely.

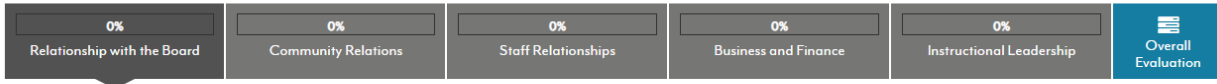




If you wish to enter generic comments for a particular domain that does not directly relate to one of the listed competencies, click on the **General Comments** section below the progress bar and enter your comments.

#### Evaluation Progress

Use the progress bar below to access a specific domain.



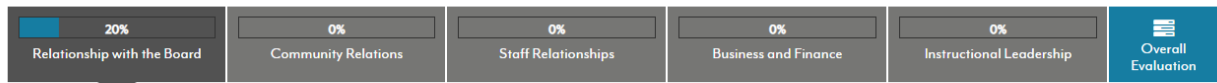
#### A. Relationship with the Board

My Reflections and Comments for the Relationship with the Board Domain (optional)

There are three ways to navigate through the domains. First, you can click in the section you wish to jump to in the progress bar at the top of the page.

#### Evaluation Progress

Use the progress bar below to access a specific domain.



Secondly, you can also select the **NEXT DOMAIN** button at the bottom of each section. As you progress through the sections, click **PREVIOUS DOMAIN** to move backwards through the sections.



Finally, you may jump to a desired domain by selecting it from the **VIEW OPTIONS** drop down list above the progress bar. From this drop down list you can also click on **Expand All** to view all competencies on one page.

Dashboard / Step 2: Superintendent Self-Evaluation

VIEW OPTIONS ▾ PROGRESS SAVED CREATE PDF

Superintendent Self-Evaluation

Evaluation Progress  
Use the progress bar below to access a specific domain.

20% Relationship with the Board	0% Community Relations	0% Staff Relationships	0% Business and Finance	0% Instructional Leadership	Overall Evaluation
------------------------------------	---------------------------	---------------------------	----------------------------	--------------------------------	--------------------

- Expand All
- Collapse All
- Relationship with the Board
- Community Relations
- Staff Relationships
- Business and Finance
- Instructional Leadership
- Evaluation Summary

Dashboard / Step 2: Superintendent Self-Evaluation

VIEW OPTIONS | EXIT | CREATE PDF

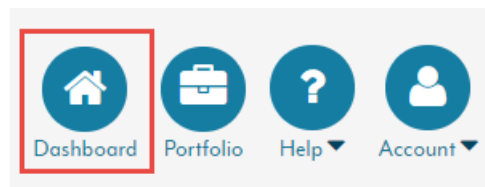
Superintendent Self-Evaluation

**Evaluation Progress**  
Use the progress bar below to access a specific domain.

100% Relationship with the Board	100% Community Relations	100% Staff Relationships	100% Business and Finance	100% Instructional Leadership	Overall Evaluation
-------------------------------------	-----------------------------	-----------------------------	------------------------------	----------------------------------	--------------------

- Expand All
- Collapse All
- Relationship with the Board
- Community Relations
- Staff Relationships
- Business and Finance
- Instructional Leadership
- Annual Goals
- Evaluation Summary

When you have finished editing the Self-Evaluation, to go back to the dashboard click on **Dashboard** in the upper right hand corner.



Once you have completed your Self-Evaluation and wish to advance to Step Three (board Review and Evaluation of the Superintendent), click the blue **Submit to Board Review** button under the status column of the Dashboard.

2 Superintendent Self-Evaluation

Central to this process is the Superintendent's self-evaluation through a practice of reflection and evidence.

5/1/20

**SUBMIT TO BOARD REVIEW**

You will be prompted to select how you wish to proceed with the evaluation process. Choosing **MID-YEAR REVIEW** will allow the board to examine your Self-Evaluation but prevent them from beginning their own evaluations until the Board President marks the step complete, at which point it will be back in your hands within Step 2 so that you are able to make any necessary changes. Choosing **MID-YEAR EVALUATION** will allow the Board to review the Self-Evaluation and begin their own evaluations of the Superintendent.

**Warning**

Please note: When you submit your self-evaluation, this evaluation along with all the files and comments will become locked during the review process. You will not be able to make any changes to any part of this self-evaluation.

Do you want to proceed and submit this to the review process?

YES, SUBMIT TO A MID-YEAR REVIEW












YES, SUBMIT TO A YEAR-END EVALUATION

NO, I'M STILL WORKING!

## Step Three: Board Review and Evaluation of the Superintendent

During this step, the board will review the Superintendent's Self-Evaluation and will conduct their individual evaluations. The Board can choose to use the Superintendent's evaluation as a basis for their own, or can complete an evaluation without prepopulated ratings using the same rubric.

Within Step Three, you can view each Board Member's progress on the evaluation.

<input type="checkbox"/>	Person	Title	Last Login	Evaluation	Progress	Completion
<input type="checkbox"/>	 Dr. Elizabeth Smith	Superintendent of Schools	10/17/18, 2:57 PM	 	<div style="width: 100%;"><div style="width: 19%; background-color: green;"></div><div style="width: 5%; background-color: orange;"></div></div> 19 5	 
<input type="checkbox"/>	 Mr. Jeremy Johnson	Board President	7/21/17, 12:22 PM	 	<div style="width: 100%;"><div style="width: 7%; background-color: green;"></div><div style="width: 17%; background-color: orange;"></div></div> 7 17	 
<input type="checkbox"/>	 Mr. Mario Davis	Board Member			not started	

You may also send an email to Board members through the system. To do so, click the checkboxes next to the desired individuals and then click the **SEND EMAIL TO CHECKED RECIPIENTS** button at the bottom of the page.



## Step Four: Consolidated Evaluation Data from the Board

At this stage, the system generates a Consolidated Evaluation containing the Board's average rankings and combined comments. During this step, the Board President has the ability to make any necessary alterations on behalf of the Board. However, the Superintendent is unable to view the Board Evaluation until the Board president advances the process to step 5.

4

**Consolidated Evaluation Data from the Board**

■ The consolidated evaluation combines all the Board's evaluation data into a single evaluation.

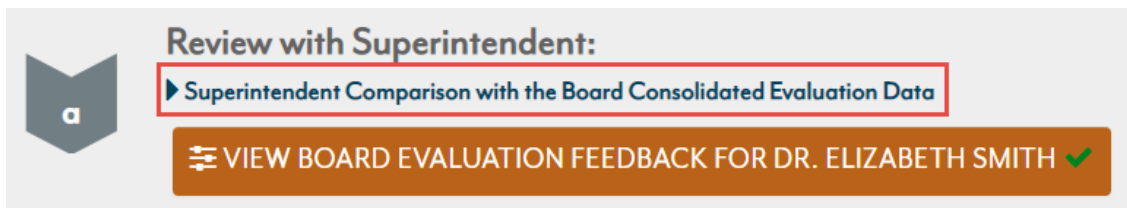
6/15/19

In Process

## Step Five: Proposed Board Evaluation: Final Review and Sign Off

The final step in the SuperEval process is a Final Review and Sign Off, in which the Superintendent and the Board president approve and electronically sign the evaluation.

In Part A of Step Five, the Board and the Superintendent should review the final proposed evaluation. Click **Superintendent Comparison with the Board Consolidated Evaluation Data** to view the comparison table.

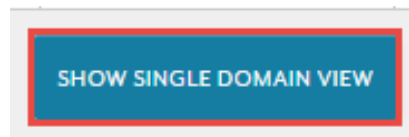


**Review with Superintendent:**

▼ Superintendent Comparison with the Board Consolidated Evaluation Data

Competency	Not Selected	Ineffective	Developing	Effective	Highly Effective
<b>A. Relationship with the Board</b>					
A.1 Information	★			👤 👥	
A.2 Materials and Background	★			👤 👥	
A.3 Board Questions	★			👤 👥	
A.4 Policy Involvement	☆		👤	👥	
A.5 Board Development	★			👥 👤	

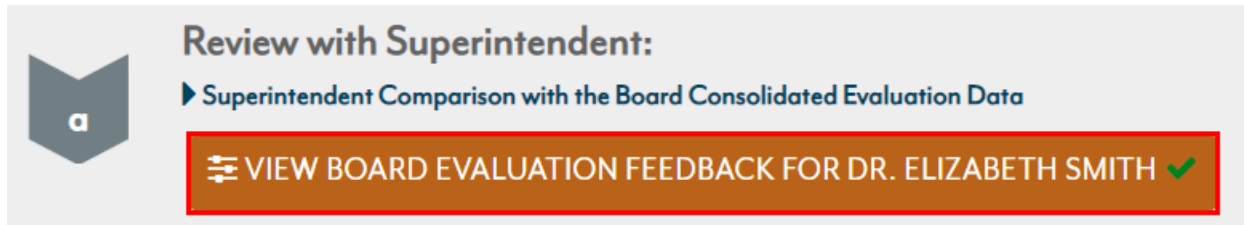
To view and compare one domain at a time, click the **SHOW SINGLE DOMAIN VIEW** button.



Use the Legend below (also located at the bottom of the comparison table) to assist in interpreting the table.

Legend: Disparity Rank		Legend: People	
⚠️	Significant disparity between ratings	👤	Superintendent position.
☆	Moderate or slight disparity between ratings	👥	Position of the board.
★	Insignificant or no disparity between ratings	👤 👥	Position shared by superintendent and all of board.

Click the orange button to view the final proposed evaluation, including Board comments.

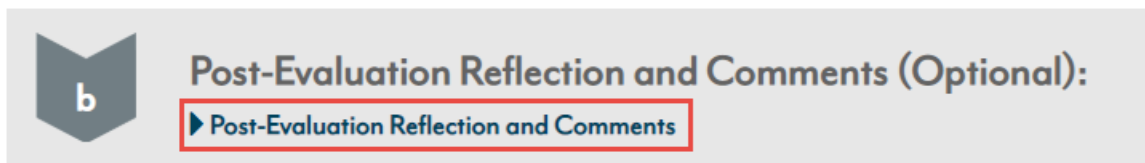


**Review with Superintendent:**

▶ Superintendent Comparison with the Board Consolidated Evaluation Data

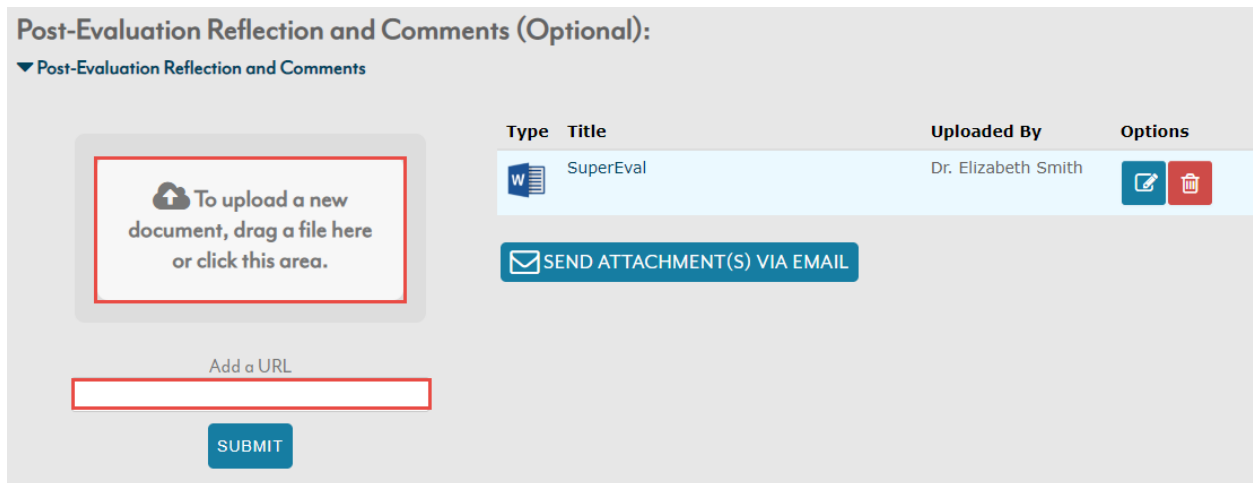
VIEW BOARD EVALUATION FEEDBACK FOR DR. ELIZABETH SMITH ✓

In Part B of Step Five, the Superintendent and the Board president have the option to add a post-evaluation document/resource. To do so, drag a file to the upload box or click directly on it. If you wish to attach a web resource, you may type/paste a URL in the designated box and click **SUBMIT**. Please note; these items must be added by the Board President and/or Superintendent prior to the Superintendent signing off on the evaluation.



**Post-Evaluation Reflection and Comments (Optional):**

▶ Post-Evaluation Reflection and Comments



**Post-Evaluation Reflection and Comments (Optional):**

▼ Post-Evaluation Reflection and Comments

To upload a new document, drag a file here or click this area.

Add a URL

SUBMIT

Type	Title	Uploaded By	Options
	SuperEval	Dr. Elizabeth Smith	

SEND ATTACHMENT(S) VIA EMAIL

Part of Step Five displays the Overall Evaluation results that will be incorporated into the FOIL (public) Document.

Overall Evaluation for Dr. Elizabeth Smith				
Ratings on Individual Domains:				
A. Relationship with the Board	Ineffective	Developing	Effective	Highly Effective
B. Community Relations	Ineffective	Developing	Effective	Highly Effective
C. Staff Relationships	Ineffective	Developing	Effective	Highly Effective
D. Business and Finance	Ineffective	Developing	Effective	Highly Effective
E. Instructional Leadership	Ineffective	Developing	Effective	Highly Effective

The Superintendent and the Board may each add final comments that will appear on the Final Evaluation/FOIL Document. Type or paste text into the **Comments by the Superintendent** box. Please note; the comments of the Superintendent AND Board President must be entered in these fields prior to the superintendent signing off on the evaluation.

Comments by the Superintendent (Public - Appears on Final Evaluation/FOIL Document)

↶ ↷ ↶ B / S ☰ ☒ 🔍 — 🖼️ 🎥 ☰ 🖼️ [Sign and Date](#)

Part of Step Five also contains the official signature section, which indicates acceptance that the evaluation process has been completed. Click **SIGN** to electronically sign the evaluation. Please note that the Board President will not be able to sign the evaluation until *after* the Superintendent has done so.

**Signatures**

The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.

- All information contained in this overall evaluation is FOIL-able under New York State law.

Dr. Elizabeth Smith	Superintendent	<span style="border: 2px solid red; padding: 2px 5px;">SIGN</span>	_____
Mr. Jeremy Johnson	Board President	(awaiting Superintendent signature)	___TBD___

Once both parties have signed the evaluation is complete.

### Signatures

The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.

• All information contained in this overall evaluation is FOIL-able under New York State law.

Dr. Elizabeth Smith

Superintendent

*Dr. Elizabeth Smith* (signed electronically)

11/1/19

Mr. Jeremy Johnson

Board President

*Mr. Jeremy Johnson* (signed electronically)

11/1/19

If you wish to begin working on the following year's annual goals, click the **START WORKING ON NEXT YEAR'S GOALS** button at the top of the Dashboard page.


**START WORKING ON NEXT YEAR'S GOALS**


### Evaluation Results: Accessing the Final Evaluation Document

When the evaluation has been completed, three buttons at the bottom of the page (below the Dashboard steps) will become active for *all* Board Members *and* the Superintendent. To view the full final evaluation online, click the **VIEW EVALUATION FEEDBACK** button.

#### Evaluation Results

After you have completed the tasks above, use the buttons below to access the evaluation results.

 VIEW EVALUATION FEEDBACK

 VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)


 EXPORT FINAL EVALUATION

To view the FOIL document in PDF form, click the **VIEW EVALUATION/FOIL DOCUMENT** button.

#### Evaluation Results

After you have completed the tasks above, use the buttons below to access the evaluation results.

 VIEW EVALUATION FEEDBACK

 VIEW FINAL EVALUATION / FOIL DOCUMENT (NYS COMPLIANT)

 EXPORT FINAL EVALUATION

To download a ZIP file containing the FOIL Document, Final Evaluation, and all attachments, the Board President or Superintendent must click the **EXPORT FINAL EVALUATION** button.

**Evaluation Results**

*After you have completed the tasks above, use the buttons below to access the evaluation results.*

