

**To:** (Peggy will insert the name of the Direct Report)  
**From:** Urbana Board of Education Members, Peggy Patten & Anne Hall  
**Re:** Evaluation Survey of Superintendent Direct Reports  
**Date:** September 5, 2018

The Urbana Board of Education (BOE) recently revised its Superintendent evaluation process & instruments. The new process & instruments were developed with input from the Illinois Association of School Boards, were reviewed by District legal counsel, & were approved at the BOE meeting on September 4.

This survey is being sent to all Superintendent Direct Reports. The responses will help the BOE assess climate & relationship health of our District which is also part of the new written evaluation instrument completed by the BOE & the Superintendent.

Please respond to the seven questions below. We encourage you to provide examples as requested in the directions to the survey. To help us complete the evaluation process in a timely manner, we ask that you return your completed survey **no later than September 21** to Peggy Patten using the enclosed stamped envelope. Your name will only be shared BOE members Peggy Patten & Anne Hall. A summary of survey responses will be part of the Superintendent evaluation process. No names will be shared with the Superintendent.

### Survey of Superintendent Direct Reports

**DIRECTIONS:** Please rate the seven questions below using the following scale.

**Questions & Rating Scale**

4= Very much                      3=Somewhat                      2=Very little                      1=Not at all

**Optional:** For responses of 3 or 4, provide an example of how that is demonstrated.

**Optional:** For responses of 1 or 2, provide a suggestion of how this item could be performed better.

**Consider the time period of the last 12 months:**

*Questions in parentheses offer another way to think about the survey question.*

- 1. **Do you feel supported in your position?** (Does the Superintendent give you the resources, assistance & constructive feedback that you need to do your job well?)

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

**Example(s) that support your rating:**

- 2. **Is the Superintendent accessible & approachable?** (Are you comfortable sharing input, asking questions or giving feedback to the Superintendent?)

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

**Example(s) that support your rating:**

3. **Are there clear expectations for your position?** (Are your job duties & responsibilities spelled out & shared with you?)

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

**Example(s) that support your rating:**

4. **Are the expectations for your position reasonable?** (Are the duties & responsibilities expected of you fair?)

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

**Example(s) that support your rating:**

5. **Are you treated with respect?** (Are you treated as a professional, with courtesy & civility?)

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

**Example(s) that support your rating:**

6. **Do you have confidence that policies & procedures in Central Office are carried out consistently & with integrity?** (Are policies & procedures applied uniformly, ethically & transparently?)

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

**Example(s) that support your rating:**

7. **Thinking beyond your relationship with the Superintendent, is the overall work environment open & trusting?** (Does the work climate feel healthy & supportive?)

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

**Example(s) that support your rating:**

Please return the completed survey **no later than September 21** to Peggy Patten using the enclosed stamped envelope.  
Questions should be directed to Peggy Patten, [ppatten@usd116.org](mailto:ppatten@usd116.org), 217-337-5668  
Or to Anne Hall, [ahall@usd116.org](mailto:ahall@usd116.org), 217-766-7356