

Superintendent Criteria Profile: A Profile for the Board of Trustees Rotan ISD

Check qualifications that you think are necessary for a superintendent.

	Required	Preferred	Not an Issue
An earned doctorate	_____	_____	_____
Experience as a:			
Superintendent	_____	_____	_____
Assistant/Superintendent	_____	_____	_____
Central Office Administrator	_____	_____	_____
Principal	_____	_____	_____
Teaching experience:			
Secondary level	_____	_____	_____
Elementary level	_____	_____	_____
Work experience in Texas Schools:	_____	_____	_____
Must be willing to reside in our school district	_____	_____	_____

Leadership/Management Skills (Check your top three priorities for a superintendent)

_____ Writing and speaking ability	_____ Decisive leader
_____ Risk taker	_____ Good listener
_____ Visionary	_____ High community profile
_____ Organized, efficient	_____ Motivator
_____ Facilitates consensus	_____ Analytical, relies on data
_____ Shared decision maker	_____ Accessible

Personal Characteristics (Check your top three most desired traits for a superintendent)

_____ Sense of humor	_____ Confident
_____ Enthusiastic	_____ Integrity
_____ Consistent	_____ Intellectual
_____ Creative	_____ Patient
_____ Influential	_____ Caring

Board-Superintendent Relations (Check your top three priorities)

- Understands differences in the role of board and role of superintendent
- Can lead the board in goal-setting and planning
- Effectively mediates and accommodates different perspectives
- Willing to assume a lead role in decision-making while keeping the board informed
- Provides options and recommendations to board before accepting directives
- Presents a “united front” to staff and community

Staff Relations (Check your top three priorities)

- Has a process for recruiting and selecting top-quality staff members
- Maintains open channels of communication to and from staff
- Knows the law concerning personnel policies and procedures
- Sets a good example for staff members
- Evaluates staff fairly and effectively
- Creates an atmosphere of trust and mutual respect
- Effectively delegates tasks and responsibilities
- Supports staff development and encourages professional growth

Community Relations (Check your top three priorities)

- Relates well to a variety of community groups
- Effectively advocates school issues and needs
- Responds to individual concerns in an appropriate manner
- Successfully handles press coverage
- Promotes business and community involvement in schools
- Inspires community confidence

School Finance (Check your top three priorities)

- Develops and explains rationale for budget to the board and local officials
- Closely supervises budget development and procedures
- Forecasts changes in enrollment and/or revenue
- Offers creative funding solutions
- Identifies programs for increased funding and/or budget cuts
- Lobbies for school funding on behalf of the school district

Areas of Experience (Check the top three areas of experience in a new Superintendent)

- Budget and finance
- Curriculum and instruction
- Communication
- Facility planning and construction
- Technology
- Dealing with increasing/declining enrollment
- Special education
- Staff development and evaluation

What is the one talent or skill that the new superintendent should have to do this job well?

What are three most outstanding features of the district?

What are the three most pressing issues that the new superintendent will face?

I am a:

_____ **Community member**

_____ **Staff member**

_____ **Parent**

_____ **Board Member**

Additional Comments: