

## 304P Process Calendar and Evaluation Form for Superintendent Evaluation Procedure

### I. Process Calendar for Superintendent Evaluation and Contract

When	What	Who
June – Year 1	3 Year Contract July 1, 20xx-June 30, 20xx	School Board
June – Year 1	Legal Review of New 3 Year Contract Complete	School Board
October – Year 1	Goals Setting	Superintendent, Chair
January – Year 1	Mid Year Review	Superintendent, New Chair, Former Chair
May/June – Year 1	Board Evaluation in Process	Board Chair
June – Year 1	Annual Review	School Board
June – Year 2	Contract Renewal Year 2	School Board
June – Year 2	Legal Review of Contract for Year 2 Contract Complete	School Board
October – Year 2	Goals Setting	Superintendent, Chair
January – Year 2	Mid Year Review	Superintendent, New Chair, Former Chair
May/June – Year 2	Board Evaluation in Process	Board Chair
June – Year 2	Annual Review	School Board
June – Year 3	Contract Renewal Year 3	School Board
June – Year 3	Legal Review of Contract for Year 3 Contract Complete	School Board
October – Year 3	Goals Setting	Superintendent, Chair
March – Year 3	Mid Year Review	Superintendent, New Chair, Former Chair

May/June – Year 3	Board Evaluation in Process	Board Chair
June – Year 3	Annual Review	School Board

## II. Evaluation Form for Superintendent Evaluation

The superintendent's evaluation form is a Google Doc form administered by the Executive Assistant to the Superintendent and School Board. Upon request by the School Board Chair, the Executive Assistant will update the form if any changes are needed, will send the form out the School Board members for completion, and will provide completion and deadline instructions.

The Executive Assistant will prepare a summary document that contains the numerical averages of scores in each standard under review, along with all comments provided by board members. This summary document will not identify board members' individual numerical scores for each standard and will not identify the source of each comment. The Executive Assistant will share this with the School Board Chair. The Superintendent will be provided with a copy of this summary document before the Work Session meeting following the deadline of completion of the evaluation. The Board Chair will meet with the superintendent in separate meeting to discuss the results of the evaluation.

### Directions:

This form may be used by individual School Board members to assess the Superintendent's performance. The form includes ten main performance topics common to the position of Superintendent. A rating scale is provided to allow School Board members to rate the Superintendent's performance relative to each topic. School Board members should enter the appropriate evaluation code and use the space for comments which follows each main topic to further evaluate the Superintendent. Prior to the evaluation, School Board members and the Superintendent should review the evaluation topics and discuss what each rating means.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

### Job Summary:

The superintendent of schools is the chief executive officer of the school district, serves as the professional advisor for, and is accountable directly to the School Board. The superintendent is responsible for guiding and directing all operations and activities of the school district and for informing the School Board about needs for current and future operations. The superintendent shall recommend actions for consideration by the School

Board, recommend policies, and shall be responsible for implementing, interpreting, and executing these policies.

Complete the Survey

Please select a performance rating for each performance topic 1-10

Provides overall leadership for the school district's educational programs, staff development and improvement of instruction; Reviews current instructional delivery systems and student achievement results; Initiates improvements to provide the best learning environment for students

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Manages all aspects of the school district operations; Evaluates the results being achieved and takes corrective action when required; Reviews, evaluates, and gives final approval to major changes in operating policies, plans, programs, and services.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Defines the educational needs of the school district to the School Board, recommending annual staffing and program plans; Assists the School Board with recommendations for new or revised policies and enforces all School Board policies.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Oversees all financial operations of the district; presents and recommends budget plans to the School Board; Prepares all other financial items for School Board consideration and action.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Establishes a plan of district organization to achieve the mission and goals of the district; Staffs key management positions with qualified personnel, defines their areas of accountability, authority, and standards of performance; annually conducts appraisals of administrator job performance.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Provides overall leadership to a comprehensive strategic planning process that includes short-term and long-term planning, School Board priorities, district and school goals; Coordinates periodic evaluation of plans and revisions as needed.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met
- 2-Indicates Improvement Needed
- 1-Indicates Unacceptable Performance
- Unable to Answer

Comments

Assumes final responsibility for administering the terms and conditions of employment with all employee groups; Supports School Board negotiations with employee groups, makes recommendations for employee practices and salary structures for School Board action.

- 5-Indicates Outstanding Performance
- 4-Indicates Very Good Performance
- 3-Indicates Expectations Have Been Met

2-Indicates Improvement Needed  
1-Indicates Unacceptable Performance  
Unable to Answer

Comments

Acts as the liaison between the community and the School District; Communicates with business, civic and community organizations, manages a process for responding to the concerns of parents and staff to increase understanding of policies; Seeks to include parents, students, citizens in school activities.

5-Indicates Outstanding Performance  
4-Indicates Very Good Performance  
3-Indicates Expectations Have Been Met  
2-Indicates Improvement Needed  
1-Indicates Unacceptable Performance  
Unable to Answer

Comments

Maintains effective School Board/superintendent relationships and an open communication process; Prepares School Board meeting agendas with background information for proposed decisions; Recommends opportunities for training and performance improvement to individual School Board members.

5-Indicates Outstanding Performance  
4-Indicates Very Good Performance  
3-Indicates Expectations Have Been Met  
2-Indicates Improvement Needed  
1-Indicates Unacceptable Performance  
Unable to Answer

Comments

Establishes and maintains effective relationships with government agencies, including local/state/federal leaders--appointed and elected, in order to promote the best interests of the school district and school community.

5-Indicates Outstanding Performance  
4-Indicates Very Good Performance  
3-Indicates Expectations Have Been Met  
2-Indicates Improvement Needed  
1-Indicates Unacceptable Performance  
Unable to Answer

Comments

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