

ADMINISTRATION

FUNCTIONS OF MANAGEMENT PERSONNEL

SUPERINTENDENT

EVALUATION OF THE SUPERINTENDENT

The Board of Education believes that student growth, district progress and community satisfaction are all affected by the Superintendent's job performance. The Board of Education believes that effective and timely evaluation is a critical component of success. Therefore, the Board recognizes its responsibility to evaluate the Superintendent in a confidential manner. The Board will evaluate the Superintendent in executive session according to standards agreed upon by both parties. The intent of the evaluation is to provide the highest quality leadership for the school system.

The Superintendent shall be evaluated annually to document her/his performance. The evaluation will state the Superintendent's strengths and weaknesses in: (1) meeting her/his job description; and (2) progress toward mutually agreed upon goals to be set each school year.

GUIDELINES

- A. As a foundation for an evaluation based on performance:
1. The Board will adopt a job description for the Superintendent.
 2. The Superintendent will prepare goals for the year no later than August 1.
 3. The Board will approve the goals established by the Superintendent by September 30.
 4. The approved goals will be supported by the District budget.
 5. The Board and Superintendent will retain the flexibility to adjust the goals to respond to district needs during the school year.
 6. The (checklist-rating scale inventory and narrative sections of the) evaluation instrument will be reviewed and modified, if necessary, by the Board and Superintendent together no later than October 31.

- B. The Superintendent's evaluation for the prior school year will be completed annually by November 30. The evaluation instrument will include an inventory and narrative section. The procedure for utilizing the inventory and narrative evaluation document is as follows:
1. Before the evaluation takes place and no later than the second week in October, each Board member will review this policy, the job description for the Superintendent, the previous year's evaluation of the Superintendent, and the evaluation document. In October, in an executive session, the Superintendent will provide the Board with a written review of her/his progress toward the agreed goals.
 2. Each Board member will use all the above information to individually evaluate the Superintendent during the month of November.
 3. The Board, as a whole, will review the individual Board member evaluations. The Board, as a whole, will construct a composite evaluation from the responses. The Board President will retain individual evaluations in the Board Office (in a locked file cabinet) for six months, after which time they will be destroyed.
 4. The Superintendent and all Board members will be given a completed copy of the composite evaluation no less than five days before an executive session in December, at which time the document will be approved, and Board members will have a final opportunity to react to the composite evaluation in the absence of the Superintendent.
 5. The Superintendent will review the Board-approved evaluation. One copy of the signed composite evaluation will be placed in the Superintendent's personnel folder, one copy will be retained by the District Clerk, and all other copies will be collected and destroyed by the President of the Board.
 6. The Superintendent will be given the opportunity to attach written comments to the approved composite evaluation up to ten days after the review meeting with the Board.

Adopted: May 4, 2004

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