

THE EVALUATION OF THE SUPERINTENDENT A PROCESS

The purpose of the evaluation

- ✓ Create a dialogue between the Board and Superintendent
- ✓ Insure the forward movement of the district based upon Board adopted priorities
- ✓ Promote the professional development of the Superintendent
- ✓ Provide for due process

Step 1: Present: Board, Superintendent, (Facilitator as desired)

The Superintendent reviews the progress that he has made in achieving the Board's priorities.

He/she also comments on any significant actions

- ✓ Board Relationships
- ✓ Staff/Personnel Management
- ✓ Educational Programs
- ✓ Business/Finance
- ✓ Community Relationships
- ✓ Personal Leadership
- ✓ Personal Professional Growth
- ✓ Overall Management of the District

The Board has the opportunity to ask clarifying questions on any of the areas

Step 2: Present: Board (Facilitator if desired): the Superintendent leaves the room

The Board discusses the Superintendent's performance. The Board discusses the areas of strength/accomplishment as well as any areas of concern that they have. The Board identifies any areas of focus for the coming year that will enhance the Superintendent's performance.

It is important that the evaluation reflect:

- ✓ the collective opinion of the Board
- ✓ the sum of the time period of the evaluation and not just recent events
- ✓ patterns of performance and not isolated incidents

The Board may use chart paper to summarize the agreements of the Board.

Step 3: Present: Board, Superintendent (Facilitator if desired)

The Board President reviews the Board's assessment of the Superintendent's performance. He/she has an opportunity to ask clarifying questions or to add further information for the Board's consideration.

Step 4: Involvement: Board President, Board (Facilitator if desired)

The Board President (or facilitator if one is used) develops a draft of the evaluation letter based upon the work of the Board. If a facilitator is used, he/she sends a copy of the draft to the Board President for review. When a good working copy is developed, the Board President reviews the draft letter with the total Board in a Closed Session. The Board members reach consensus on the content of the letter.

The Board President has the final draft of the written evaluation typed on District Letterhead stationery. Two originals are developed.

Step 5: Involvement: Board President, Board

All Board members sign the two original copies of the Evaluation Letter. One copy is presented to the Superintendent and one copy is placed in the Superintendent's personnel file.