

Evaluation of Superintendent

The following procedures shall be used to implement the district policy for evaluation of the superintendent.

Prior to the evaluation

The Board and the superintendent shall devise a position description that sets forth expectations for the superintendent. The criteria for superintendent will be agreed upon in advance of the period under review by the Board and the superintendent. These criteria will relate to agreed upon district goals and objectives.

The Board and the superintendent shall determine, in advance, times for establishing the criteria for review and discussing the performance of the superintendent in relation to these criteria.

Information collection

Conducting an evaluation, the Board will gather information, interpret and summarize it. Each member of the Board will be afforded an opportunity, in accordance with the evaluation process, to evaluate the superintendent's performance on an individual basis.

During the evaluation process, an individual Board member may base his evaluation of the superintendent on personal perceptions of the superintendent and recall of specific information. Board members will also refer to documents that have been prepared by the superintendent or staff; letters or other forms of correspondence they have received; or reports that have been prepared about school district activities and issues.

Information may be collected from individual Board members in the manner described by the district's evaluation process. The process will provide a method for synthesizing the individual views into a collective Board position although the range of views will be presented as a basis for discussion with the superintendent. and synthesized into a collective Board position, although the range of views may be presented as a basis for discussion with the superintendent.

The evaluation process will be based on multiple sources of information that can be provided by members of the Board or the superintendent.

The superintendent shall have an opportunity for self review in relationship to the criteria employed by the Board prior to the time that the superintendent meets with the Board to discuss the results of the evaluation.

Written evaluation report

The evaluation will result in a written summary of conclusions regarding the superintendent's performance based upon the information considered in relationship to the agreed-upon criteria. The report shall include the following:

1. Specific information about the strengths and weaknesses in the superintendent's performance.
2. Documentation showing information collected from individual Board members on which the conclusions were based.
3. A written improvement plan that is specific about areas which need improvement with recommendations for improvement.

The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session. A time shall be designated for this purpose when all members of the Board can be present.

The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.

The superintendent shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the superintendent, modifying Board/superintendent relationships and/or modifying the goals and objectives of the district may be incorporated in the documents used to initiate the next evaluation.

Approved March 18, 1993

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