

Use this guidance to ensure that your board covers all the bases when evaluating its superintendent.

Why the superintendent is evaluated:

The evaluation process is the board's formal opportunity to provide consistent feedback to the superintendent regarding the impact of their leadership on the direction of the district.

The process and criteria of the superintendent's evaluation are aligned with the vision the board has for students within their district.

What to evaluate:

- Standards of the superintendent's performance are aligned to recognized practices that impact student success.
- Established criteria can be used to evaluate both strengths and weaknesses of the superintendent's performance related to the recognized practices.

How to evaluate:

- The superintendent uses the same agreed upon criteria as a basis for self-evaluation that is shared with the board at the beginning of the evaluation process.
- The board of education discusses selected criteria with the superintendent and agrees on indicators of success with the criteria within their school district.
- All individual members' assessments of the superintendent are compiled into a final composite evaluation that will be discussed between the superintendent and the whole board.
- It is understood that when evaluation forms are used, the board still may wish to address other matters (to which the superintendent will have a fair opportunity to respond).
- The final evaluation will be in writing; and adequate, objective documentation for all conclusions will be provided.
- It is understood between the parties that, one or more criteria might be deleted from the process because extenuating circumstances may have prevented the superintendent from performing the function.
- At the conclusion of the evaluation process, the superintendent develops professional goals to guide improvement efforts from the information shared by the board.

When to evaluate:

- The board has agreed with the superintendent on a time and place for the evaluation.
- The board is assured that all of its members will attend.
- The evaluation is a regularly scheduled event, to occur at least once each year, for superintendents in their third year or more with a district. Superintendents in their first and second year with a district must be evaluated twice by the 60th day of each semester.
- The board has specified that no other matters of business will be on the agenda for this meeting.