

EVALUATION PROCEDURE/CRITERIA - SUPERINTENDENT OF SCHOOLS

I. Purpose of Evaluation

The purpose of the evaluation of the Superintendent is twofold. First, it is necessary to determine the ability of the Superintendent to carry out his/her assigned responsibilities. Secondly, the establishing and carrying out of mutually agreed upon employment goals and objectives is important to the overall improvement and progress of the school system.

Only by open communication and mutual understanding of expectations can the Superintendent and Board achieve the working relationship essential to the operation of a successful school system.

II. Goals and Objectives

A. The school board and superintendent shall meet annually, in January, in executive session for the purpose of establishing mutually agreed upon employment goals and objectives for the upcoming year. The Superintendent shall submit his/her proposed goals and objectives to the Board in advance of the meeting.

B. The school board and superintendent shall meet in executive session at mid-year for the purpose of discussing the superintendent's performance and progress toward meeting the employment goals and objectives established. Should circumstances warrant, the school board may mutually agree to make changes in the employment goals and objectives established in January. Additional meetings may be scheduled for this purpose as deemed necessary by the Superintendent and/or the board.

C. The superintendent shall prepare a report to the board to be submitted at the time of his/her annual evaluation in December (or at a later date, e.g., April, for first year superintendents). His/her report shall include his/her assessment of employment goals and objectives established the previous January.

III. Evaluation by the School Board

A. The school board shall be called to a special meeting by the chairman annually, in December, for the purpose of evaluating the superintendent of schools.

B. The school board shall, at that meeting, discuss with the superintendent his/her performance in relation to criteria as defined by the board. They shall also discuss the progress made toward meeting the employment goals and objectives established for the year. (NOTE: The purpose of establishing specific employment goals and objectives is intended to assist the superintendent and board to establish' priorities for action. Failure to accomplish certain employment goals and/or objectives is not intended, necessarily,

to connote failure on the part of the superintendent in his/her position).

C. The chairman of the board shall see that a written summary be prepared, subsequent to the December meeting, reflecting the evaluation of the superintendent by the board as a whole. A copy of the summary shall be signed by the chairman on behalf of the board and discussed with the superintendent who shall, in turn, sign it as an indication that he/she has read and discussed the document with the chairman. A copy of the summary shall be placed in the superintendent's personnel file, a copy retained by the board chairman and a copy provided for the Superintendent.

Any minority statements by individual Board members expressing disagreements with any portion of the Board's evaluation as summarized, may be included with the summary providing they are signed by the member(s) expressing such disagreement.

Criteria for Evaluation of Superintendent

As the chief executive officer, the Superintendent supervises the overall administration of the school system and serves as the secretary to the School board. In accordance with the policies of the Board, he/she shall provide professional leadership in the system and shall administer and supervise the schools in such a way as to secure improvement of educational opportunities. In addition to his/her statutory duties, the Superintendent of Schools shall have general supervision of all activities under the control of the Board. He/she is expected to make such rules and give such instructions to school employees as may be necessary to carry out his/her responsibilities.

The following expectations shall serve as the basis for the evaluation of the Superintendent of Schools:

1. Responsibility to the School Board

- a. Attends all meetings of the school board and its committees.
- b. Keeps full and accurate records of all board meetings.
- c. Assists the board chair in the development of board agendas, and sees that they are printed and distributed.
- d. Advises the Board of the need for new/revised policies, and sees that all policies of the Board are implemented.
- e. Prepares annual operating budget recommendations and administers the approved budget in accordance with board policy.
- f. Takes appropriate action in an emergency not suitably covered in Board policy.

- g. Keeps the Board informed on all matters of importance to the school system.
- h. Formulates recommendations; prepares (or causes to be prepared) and presents information to the Board about the reform/restructuring of schools which will enable it to act appropriately on new or improved programs for students.
- i. Advises the Board in all aspects of personnel employment.

2. School Department Staff & Community Relations

- a. Provides effective educational leadership of the staff and the community, which encourages the highest standards of educational excellence and vision of what the schools should be.
- b. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
- c. Employs the best qualified and most competent support staff available.
- d. Assigns and transfers employees as the interest of the system may dictate, and reports such action to the Board for information and record.
- e. Reports to the Board the case of any professional employee whose service is unsatisfactory, and recommends appropriate action.
- f. Listens and responds to opportunities to hear what staff, parents, students and community members want to convey, seeks input and feedback by initiating occasions for conversational exchange, both formal and informal.
- g. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- h. Coordinates the work of administrative staff, provides counsel and motivation and fosters teamwork.
- i. Delegates those responsibilities to other employees of the School Department, which he/she, at his/her discretion, deems appropriate.
- j. Understands and implements the terms and conditions of various negotiated agreements and employment policies.
- k. Interprets Board policies and administrative procedures to the staff and community.

I. Promotes communication to parents and the public regarding school programs, educational trends, practices and problems facing the schools.

3. Educational Program

a. Ensures that periodic reviews of the various components of the school program are conducted and advises the Board of recommendations for the educational advancement of the schools.

b. Directs the planning and implementation of a coordinated curriculum in the various schools.

c. Confers periodically with professional and lay groups concerning the school programs and reports to the Board suggestions gained from such conferences.

d. Oversees a comprehensive plan of staff development designed to achieve and maintain up-to-date awareness of advances in knowledge, educational programs and strategies.

4. Plant Management

a. Is accountable for directing the appropriate management of all buildings within the school system.

b. Promotes the proper use and care of all school facilities and equipment.

c. Recommends necessary new facilities or renovations to existing facilities in order to effectively provide the space needed to accommodate the school program.

5. Other

a. Attends such conventions and conferences as may be necessary to keep abreast of latest educational developments.

b. Performs such other tasks as may, from time to time, be assigned by the board or required by law.

Policy Adopted: 3/20/95