

PROCEDURES

Superintendent's Annual Evaluation

by

School Board Members

An annual review of the Superintendent's leadership of the school system must be conducted in a spirit of mutual cooperation that provides the Superintendent with constructive recognition and guidance that will enhance achievement of the School Board/School District goals/priorities. To ensure that this formal annual review results in the intended positive outcomes, the following guidelines will be adhered to by all involved parties:

- 1A. Each School Board member will provide a completed "KJR: Superintendent" form to the Superintendent prior to the first School Board meeting in June.
- 1B. The completed form will include specific supporting comments and documentation for all ratings of "1" and "3" (on a 3-point rating scale).
- 1C. Within five (5) days after receiving the completed review form from a School Board member, the Superintendent will schedule a meeting with each School Board member to discuss the School Board member's completed KJR: Superintendent form.
- 1D. All of the scheduled meetings with School Board members should be completed prior to the second School Board meeting in June.
2. Any School Board member or the Superintendent may initiate a request for revision of the procedures or instruments if such action is needed, and is consistent with Article II, 2.1; Article IV, 4.1 and 4.2; Article V, 5.2; and Article VII, 7.2 of the Superintendent's contract.
3. The Superintendent will review the completed forms from each School Board member to respond to their comments and to determine if there are specific issues to be addressed in School Board workshops.
4. At the designated School Board meeting, each School Board member will have the opportunity to speak for up to five uninterrupted minutes about their evaluation of the

Superintendent's performance relative to the Key Job Requirements and/or their dimensions. As the evaluation is designed to recognize and improve performance, comments about personal attributes will not be permitted.

5. Caution must be taken so as not to use a public forum for a complaint session. Areas of improvement are expected to be supported with detailed examples throughout the year.
6. As the annual evaluation is a joint effort of the School Board and the Superintendent, public input is not considered to be appropriate.
7. The School Board chair and an outside counsel/consultant, who is mutually agreed to by both the Superintendent and the School Board, will draft a written summative evaluation that is completed in time for the Superintendent to have a fair opportunity to respond to the draft prior to the second School Board meeting in June . The summative evaluation will address whether the Superintendent's performance and progress toward achieving the School District's goals and priorities has been satisfactory. Such a judgement will consider (1) each School Board member's written evaluation, which must include ratings for each dimension within each key job requirement, and, as required, each School Board member's written responses to the strengths, suggested improvements, and general comments for each key job requirement; (2) the key job requirements valued by each School Board member for the evaluation year; and (3) such documents that the Superintendent may provide to each School Board member (e.g., school system data, and presentation and analysis of collected artifacts).
8. The School Board will adopt or approve the written evaluation that is a public document, subject to such protection as may be afforded personnel evaluations by the law.

**KEY JOB REQUIREMENTS (KJR)
SUPERINTENDENT**

EVALUATION CRITERIA: 1 = Below Expectation or N/A 2 = At 3 = Above Expectation
NOTE: Any rating of 1 or 3 must have a rationale.

KJR 1: PERFORMS AS EDUCATIONAL LEADER

DIMENSIONS:

Supervises and evaluates assistants	
Establishes directions and takes actions to meet the objectives of the strategic plan	
Improves district programs and services	
Maintains an overlay of the strategic plan to the State's Blue Print 2000	
Administers the School District in accordance with board policies, state, and federal laws	
Increased literacy for all students, including students in Exceptional Student Education and English for Speakers of Other Languages, with an emphasis on literacy in grades K-3★	
Improved achievement at critically low performing schools and among Quartile One students districtwide★	
Challenging curriculum that supports the Board's mission★	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

★Indicates School Board Goals

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STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

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KJR 2: CREATES A SATISFACTORY WORKING RELATIONSHIP WITH THE BOARD

DIMENSIONS:

Implements policies of the School Board	
Reports to the School Board about the status of programs	
Recommends actions and alternatives to the Board	
Informs the Board about current trends and developments in education	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

KJR 3: OVERSEES STAFF PERSONNEL MANAGEMENT

DIMENSIONS:

Has a recruitment plan and organized recruitment of personnel	
Recommends the assignment of personnel in schools and offices	
Ensures on-going monitoring of personnel policies and programs	
Plans and implements a personnel evaluation system	
Maintains for all personnel up-to-date job descriptions	
Oversees on-going staff development programs	
Continuous staff development to support the mission and goals★	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

★Indicates School Board Goals

KJR-4: OVERSEES FACILITIES MANAGEMENT

DIMENSIONS:

Prepares short and long range plans for facilities and sites	
Ensures proper maintenance of school property	
Monitors all construction, renovations, or demolition of school facilities	
Maintains and implements policies for school property usage	
Oversees policies for safe school facilities	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

KJR 5: OVERSEES FINANCIAL MANAGEMENT

DIMENSIONS:

Prepares budgets	
Ensures expenditures are within limits approved by the School Board	
Monitors compliance with policies and laws	
Reports to the School Board on the financial conditions of the school system	
Establishes and monitors procedures for procurement of equipment and supplies	
Institutionalization of financial and management practices that are sound, frugal and accountable★	
Ensures audit findings are resolved in a timely manner.	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

★Indicates School Board Goals

KJR'6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

DIMENSIONS:

Articulates educational programs and need to community	
Maintains contact with the news media	
Participates in community affairs	
Increased involvement by parents, business and other community interests through partnerships designed to achieve both management and academic improvement and accountability★	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

★Indicates School Board Goals

KJR 7: OVERSEES PUPIL PERSONNEL SERVICES

DIMENSIONS:

Monitors pupil personnel services	
Monitors pupil record system	
Implements policies and programs relating to behavior and discipline of pupils	
Maintains programs for the health and safety of pupils	
Acts as liaison between schools and community social agencies	
Maintains the pupil transportation system	
Safe and nurturing school environments that are free of drugs, alcohol, firearms and harassment, and where standards of appropriate and ethical behavior are upheld ★	

STRENGTHS: _____

SUGGESTED IMPROVEMENTS: _____

GENERAL COMMENTS: _____

★ Indicates School Board Goals

This performance management evaluation and my self-evaluation has been given in writing and discussed with the Superintendent on _____
Date

School Board Member Signature

Date