

Conducting your Superintendent Evaluation

Purpose

The evaluation process will:

- Continuously improve the functioning of the district;
- Clarify the expectations and authority of the superintendent;
- Provide feedback to the superintendent regarding performance expectations in key areas;
- Provide the groundwork for establishing future goals;
- Strengthen the relationship between the superintendent and the board.

Discuss these questions:

DISCUSS:

1. What is your definition of a performance evaluation?
2. Does your board conduct an evaluation of the superintendent each year?
3. Do you feel your evaluation process offers the board and superintendent an opportunity to communicate effectively?
4. Does the process feel stressful?

The evaluation process



COMPREHENSIVE EVALUATION



STANDARDS



BOTH FORMATIVE AND
SUMMATIVE
EVALUATIONS



GOALS: A DEVELOPED
AND AGREED UPON
"COLLECTIVE VISION."



TARGETS AND
MEASURABLE
OUTCOMES



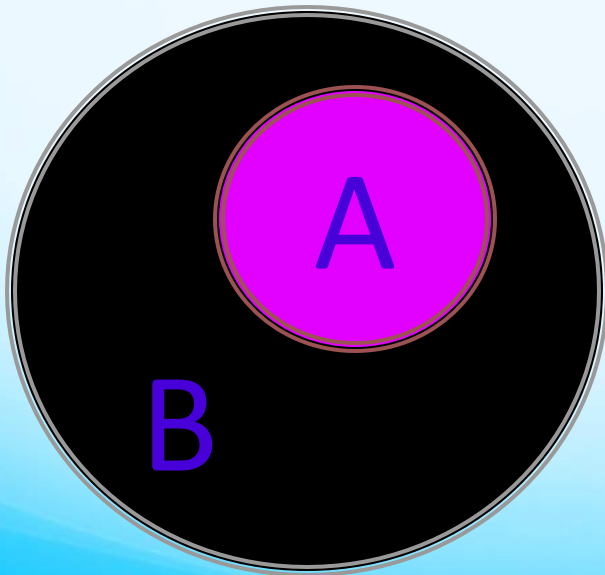
association of
ALASKA
school boards

Phase 1

Job Description

Common understanding of current job description

- ✓ Superintendent job description should be adopted into policy



A = your job description

B = what you can do

Phase 2

Standards for Administrators

- ❖ Defines what the superintendent should know and be able to do
- ❖ Quality indicators describing observable actions
- ❖ Student achievement
 - ✓ District, school, grade
 - ✓ Reading, math, language arts
 - ✓ Subpopulations

Phase 3

Goals & Measurable Targets

Progress Toward Goals – District Goals, Strategic Plan, Continuous Improvement Plan

- ✓ Select 2-3 goals for the upcoming year
- ✓ Determine measurable outcomes
- ✓ Link to standards
- ✓ Provide periodic updates

Phase 4

Achievements and Next Level of Work

- ❖ Keep a running list of achievements accomplished
- ❖ Identify areas of excellence
- ❖ Identify areas of growth or needed improvement
 - ✓ Should be based in part on conversation with superintendent about their observations
 - ✓ Could be incorporated into next years goals

Phase 5

Summary and Reporting

- ✓ Ratings for all standards
- ✓ Whole board comments should be included
- ✓ Include data to support student achievement targets
- ✓ Jointly approved comments are recommended
- ✓ Signatures are required

Questions