

**CENTENNIAL SCHOOL BOARD**  
**SUPERINTENDENT EVALUATION**

The Centennial School Board believes that performance of the Superintendent can be enhanced through open two-way communication that provides constructive feedback and evaluation of goals and objectives. To ensure that this occurs, the Board will conduct a formal evaluation of the Superintendent at least once a year.

The President of the Board is responsible for the implementation of this policy.

**Policy: 1.4**  
Adopted: ..... 03/14/95  
Amended: ..... 06/23/09

SUPERINTENDENT EVALUATION

I. OVERVIEW

The evaluation of the Superintendent should achieve the following goals:

- A. to provide a systematic process whereby the Superintendent and the Centennial School Board cooperatively develop organizational objectives based on the Strategic Plan of the District.
- B. to provide a systematic process in which the Superintendent and the Board cooperatively develop goals unique to the Superintendency that are built upon the analysis of the needs of the District and intended to improve the quality of the functions of the position.

II. PROCESS

The Superintendent will be evaluated at least annually using two major criteria – Performance Standards and Administrative Objectives.

- A. Performance Standards are based on the day-to-day function of the Superintendent as found in the Superintendent’s job description.

They will consist of six areas:

- Relations with the Board
- Educational Leadership
- Administrative/Financial Management
- Staff Relations
- Parent and Community Relations
- Personal Qualities

- B. Administrative Objectives will be determined each year by Agreement between the Board and the Superintendent. These objectives will be based on, but not limited to, the District’s Strategic Plan. Additional objectives or modifications of existing objectives may be included upon joint approval of the School Board and the Superintendent.
- C. The Superintendent will provide the School Board with periodic progress reports during the year and a final summary report by August 1 indicating the extent to which the administrative objectives were achieved. The Superintendent will also provide information pertaining to the performance standards, where applicable.
- D. Upon receipt of the final summary report, individual Board members will rate the Superintendent on the administrative objectives and performance standards, using forms as shown in Appendix A.

- E. The Board President will convene the Board members to discuss their assessments and to prepare a summary that reflects a consensus of the Superintendent's performance. Performance standards will count for sixty percent of the evaluation and administrative objectives will count for forty percent. Appropriate recommendations for the coming year are to be included.
- F. Copies of the individual Board member assessments and summary evaluation will be given to the Superintendent. Within three weeks of the Superintendent's receipt of the evaluation, the Board President will convene a meeting with the Board and the Superintendent to discuss the evaluation. Follow-up plans will be formulated and discussed. Following the meeting, the Superintendent may provide a written response to the evaluation within a three-week period. That response will become part of the final evaluation.
- G. The Board will review the Superintendent's salary annually and will take the evaluation into consideration as part of this review.

### III. CHRONOLOGY

- A. Winter – Board and Superintendent will participate in an inservice program on the Superintendent's Evaluation Policy, led by the Board President.
- B. Spring – Board and Superintendent will identify needs of the District and administrative objectives for the following year.
- C. June – Board approves administrative objectives for the following year.
- D. Summer – Superintendent prepares final summary report by August 1 on the administrative and objectives/performance standards. Board members prepare individual assessments and meet in conference to prepare the evaluation summary by the August Board meeting.
- E. September – Board transmits evaluation summary to Superintendent. Board and Superintendent meet in conference to discuss the evaluation.
- F. October – June – Superintendent makes periodic reports on the progress of the approved objectives.

Form # 1 – Superintendent's Performance Standards

	<u>Rating</u>	<u>Scale</u>	<u>Points</u>
Excellent			3
Good			2
Fair			1
Unsatisfactory			0

Relations with the Board

1. The Superintendent provides opportunities for ongoing orientation and inservice training for board members to acquaint them with board policies, operating procedures, and their duties and responsibilities.
2. The Superintendent keeps the board informed on issues, problems, needs and operation of the School District.
3. The Superintendent offers professional advice to the board on items requiring board action, with appropriate recommendations and documentation based on thorough study and analysis.
4. The Superintendent is honest and forthright in dealing with the board.

Comments:

Points\_\_\_\_\_

Educational Leadership

5. The Superintendent implements the School District's philosophy of education, mission, and goal statements.
6. The Superintendent promotes quality education for all students as the primary focus of schools.
7. The Superintendent seeks input from staff, the board, and community in curriculum development and instructional improvement.
8. The Superintendent spends time in schools, observing the educational program.

Comments:

Points \_\_\_\_\_

Administrative/Financial Management

9. The Superintendent evaluates educational needs, formulates plans which are compatible with the district's long-range plan, and translates the plans into financial recommendations.
10. The Superintendent prepares a realistic budget and presents the board with meaningful budget options.
11. The Superintendent maintains effective control over the adopted budget.
12. The Superintendent assures the School District facilities are well maintained and efficiently utilized.

Comments:

Points \_\_\_\_\_

Staff Relations

- 13. The Superintendent develops and executes sound personnel procedures and practices.
- 14. The Superintendent motivates the staff positively and encourages their input and recommendations regarding the overall improvement of the School District.
- 15. The Superintendent organizes a planned program for staff evaluation and improvement.
- 16. The Superintendent provides opportunities for professional development for all staff members.

Comments:

Points\_\_\_\_\_

Parent and Community Relations

- 17. The Superintendent communicates the School District's message to the community.
- 18. The Superintendent solicits input from parents and the community at large and involves them in district wide activities.
- 19. The Superintendent establishes partnerships with business and community agencies.
- 20. The Superintendent is visible in the community.

Comments:

Points\_\_\_\_\_

Personal Qualities

- 21. The Superintendent maintains high standards of ethics, honest, and integrity in all personal and professional matters.
- 22. The Superintendent devotes his/her time and energy effectively on the job and maintains composure in handling a variety of situations.
- 23. The Superintendent exercises fairness, good judgment, and democratic processes in arriving at decisions.
- 24. The Superintendent demonstrates ability to work well with individuals and groups.
- 25. The Superintendent maintains his/her professional development by reading, conference attendance, and participation in professional organizations.

Comments:

Points\_\_\_\_\_



Total Points for Performance Standards \_\_\_\_\_

Divide total points above by six to determine  
the average numerical rating in this category. \_\_\_\_\_

Form #2 – Superintendent’s Administrative Objectives

After reading the Superintendent’s reports, use the key to determine how many points the Superintendent deserves for each objective. Should you so choose, please write a comment for each objective. Then divide the total points by the number of objectives to determine the average numerical rating for the objectives.



Form #2 – Superintendent’s Administrative Objectives

<u>Rating</u>	<u>Scale</u>	<u>Points</u>
Excellent		3
Good		2
Fair		1
Unsatisfactory		0

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Goal 1:

The Superintendent will provide for articulation between the elementary, middle and high school program.

Comments:

Points\_\_\_\_\_

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Goal 2:

The Superintendent will provide for a study/review of the high school within the context of the larger K-12 program, leading to the development and implementation of a plan to facilitate and support the achievement of student learning outcomes and graduation requirements.

Comments:

Points\_\_\_\_\_

Goal 3:

The Superintendent will establish mechanisms for meaningful involvement of parents and community in district-wide and school-based activities.

Comments:

Points \_\_\_\_\_

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Goal 4:

The Superintendent will provide opportunities for continuous professional growth of all staff members.

Comments:

Points \_\_\_\_\_

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Total Points for Objectives \_\_\_\_\_

Divide total points above by the number of objectives (four) to determine the average numerical rating for the objectives. \_\_\_\_\_

Form #3 – Summary of Ratings and Recommendations from  
Individual Board Members

Transfer the ratings from Forms 1 and 2 to this form. Please follow the directions to determine the total points.

Complete the section regarding overall recommendations for the Superintendent.

Centennial School District

Form #3 – Superintendent's Evaluation

Summary of Ratings From Individual Board Members

Overall Recommendations

Superintendent's Performance Standards	Average Numerical Rating _____
Superintendent's Administrative Objectives	Average Numerical Rating _____
Multiply Performance Rating by .6	_____
Multiply Objectives Rating by .4	_____
Add the two ratings to determine the Superintendent's overall rating	_____

Scale of Overall Rating

<u>Points</u>	<u>Rating</u>
2.7 – 3.0	Excellent
1.8 – 2.6	Good
1.0 – 1.7	Fair
Less than 1.0	Unsatisfactory

What are the Superintendent's three greatest strengths that should be maintained.

- a.
- b.
- c.

Suggest two pieces of advice you would give the Superintendent that would have a positive influence on his/her career and personal development in the Centennial School District.

- a.
- b.