

EVALUATION OF SUPERINTENDENT

The Governing Board shall evaluate the Superintendent at least once each year.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument not later than November 10. The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits or contract term of the Superintendent are warranted, subject to the following:

If the Superintendent's contract with the School District is for multiple years, the School District shall not offer to extend or renegotiate the contract until May of the year preceding the final year of the contract.

If the Superintendent's contract with the School District is for more than one (1) year, but not exceeding three (3) years, on or before May 15 of the last year of the contract, the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

If the Superintendent's contract with the School District is for a single year, on or before May 15 of each year the Board shall offer a contract for the next school year to the Superintendent unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's personnel file.

Adopted: April 20, 2010

LEGAL REF.: A.R.S. 15-503

CROSS REF.: CBA - Qualifications and Duties of Superintendent

EXHIBIT**EXHIBIT****EVALUATION OF SUPERINTENDENT****Evaluation Rating Symbols**

O = Outstanding; **S** = Satisfactory; **N** = Needs Improvement; **U** = Unsatisfactory; **X** = Not Observed

Note: Any rating of *outstanding*, *needs improvement*, or *unsatisfactory* requires the evaluator to list specific information in the *Comments* section that justifies and supports such rating.

A. Education**O S N U X**☐ ☐ ☐ ☐ ☐

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.

O S N U X☐ ☐ ☐ ☐ ☐

- Supervises methods of teaching, supervision, and administration in effect in the schools.

O S N U X☐ ☐ ☐ ☐ ☐

- Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

O S N U X☐ ☐ ☐ ☐ ☐

- Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments regarding Section A:

EXHIBIT**EXHIBIT****B. Management**

O S N U X
☐ ☐ ☐ ☐ ☐

- Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

O S N U X
☐ ☐ ☐ ☐ ☐

- Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.

O S N U X
☐ ☐ ☐ ☐ ☐

- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.

O S N U X
☐ ☐ ☐ ☐ ☐

- Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

O S N U X
☐ ☐ ☐ ☐ ☐

- Provides suitable instructions and regulations to govern the maintenance of school properties.

O S N U X
☐ ☐ ☐ ☐ ☐

- Provides suitable instructions and regulations to govern the transportation of students.

O S N U X
☐ ☐ ☐ ☐ ☐

- Assumes responsibility for the use of buildings and grounds.

O S N U X
☐ ☐ ☐ ☐ ☐

- Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

O S N U X
☐ ☐ ☐ ☐ ☐

- Oversees the processing and submission of required reports.

O S N U X
☐ ☐ ☐ ☐ ☐

- Interprets the budget and finances to the community.

O S N U X
☐ ☐ ☐ ☐ ☐

- Remains current on new legislation and implements laws to the best advantage of the District.

Comments regarding Section B:

EXHIBIT**EXHIBIT****C. Governing Board**

- | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| O | S | N | U | X | • Attends and participates in all meetings of the Board and its committees, except when excused by the Board. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Takes prompt action to implement all directives of the Board. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Advises the Board on the need for new and/or revised policies. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Develops and implements rules and regulations in keeping with Board policy. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Acts as chief public relations agent for the District. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| O | S | N | U | X | • Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future. |
| ☐ | ☐ | ☐ | ☐ | ☐ | |

Comments regarding Section C:

EXHIBIT**EXHIBIT****D. Personnel****O S N U X**☐ ☐ ☐ ☐ ☐

- Recommends to the Board the appointment or dismissal of all employees of the District.

O S N U X☐ ☐ ☐ ☐ ☐

- Ensures that all employees are evaluated in accordance with the schedule established by the Board.

O S N U X☐ ☐ ☐ ☐ ☐

- Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

O S N U X☐ ☐ ☐ ☐ ☐

- Recommends all promotions, demotions, and salary changes to the Board.

O S N U X☐ ☐ ☐ ☐ ☐

- Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

*Comments regarding Section D:***Summary:**