

Superintendent Evaluation Process & Timeline

FIVE-PART EVALUATION TOOL

The Oregon School Boards Association (OSBA) and the Coalition of Oregon School Administrators (COSA) have developed a five-part tool for evaluating superintendents.

PART 1 SUPERINTENDENT PERFORMANCE STANDARDS.

These are based on the Professional Standards for Educational Leaders (PSEL, 2015) and District Level National Educational Leadership Preparation Standards (NELP, 2018) and augmented by standards jointly developed by COSA and OSBA.

PART 2 SUPERINTENDENT GOALS.

This section evaluates progress towards the superintendent's goals established by the board and superintendent at the beginning of the evaluation cycle.

PART 3 EVIDENCE OF PERFORMANCE.

This consists of the superintendent's self-evaluation and their regular reporting to the board on progress toward standards and goals. This area may be supported by artifacts or documents, specifically in those areas where the board may lack direct knowledge of the superintendent's performance.

PART 4 FEEDBACK ON PERFORMANCE.

This consists of a targeted feedback survey of the superintendent's performance by selected staff and members of the community that have frequent, consistent interactions with the superintendent.

PART 5 EVALUATION SUMMARY.

This is the summary of the evaluation the board writes to share its unified message with the superintendent and the public.

Evaluation Timeline

- August 14, 2025- Evaluation process approved by board
- 2x per month- Superintendent meets with chair and vice chair to discuss happenings within the district
- At least 1x per month- Superintendent meets with board members
- Supt. performance review check-in meetings (in executive session) per ORS 192.660(2)(h))
 - October 9, 2025
 - December 11, 2025 - *finalize targeted feedback survey process*
 - February 12, 2026
- December 11, 2025 board meeting- Board announces they will work with COSA to conduct a Targeted Feedback Survey and to appoint the Chair and Vice Chair as liaisons.
- January 2026- Board liaisons develop survey questions, and board secretary sends survey recipient list to COSA
- February 2026- COSA conducts the Targeted Feedback Survey
- March 2026- COSA compiles the survey data and shares it with the board liaisons
- March 12, 2026 executive session- Superintendent presents self-evaluation & goals update
- March/April 2026- Board reviews all information provided during the March executive session and each board member completes the Supt. evaluation packet
- March/April- COSA compiles feedback survey and board evaluation data
- April 9, 2026 executive session- Board members review the data and finalize the evaluation
- April 2026- Board (or subcommittee) meets with Superintendent in executive session or (if subcommittee) at a time convenient for all parties to provide the summary evaluation and constructive feedback
- May 8, 2026 board meeting - The board adopts a short narrative in open session (step 5) and, at the same meeting, determines whether to extend the Superintendent's contract by one year per the contract