

Evaluating the Superintendent

Adopt an evaluation document that:

- Includes all agreed-upon criteria
- Provides a defined rating system (numerical, descriptive, etc.)
- Provides space for written comments
- Serves as worksheet for the board's composite evaluation

Part 1: Performance Standards

- Visionary District Leadership
- Ethics and Professional Norms
- Inclusive District Culture
- Culturally Responsive Instructional Leadership and Improvement
- Communication and Community Relations
- Effective Organizational Management
- Effective Financial Management
- Policy, Governance and Advocacy

Part 2: Goals

- The board adopts goals based on the superintendent's previous evaluation and/or the district's current strategic initiatives or goals
- Goals should be developed collaboratively between the board and superintendent
- Goals should reflect the superintendent's role in achieving the overall goals of the district but are not the same as the overall district goals.

Part 3: Evidence of Performance

Self-Evaluation

- The superintendent fills out forms for both part 1 and part 2 and reports back to the board.
- Assists board in understanding what has been accomplished.
- May be reported before the formal evaluation meeting or at the same time.

Part 4: Targeted Feedback Survey (Optional)

Feedback

- Optional component meant to give the superintendent and board additional feedback.
- Asks a targeted group of stakeholders to give feedback via a survey.
- The board and superintendent develop a list of individuals who will receive the survey.

- An independent party should conduct the survey and send the summary report back to the board.
- If a targeted feedback survey is used, the board considers that information in completing Parts 1 & 2.

Part 5: Evaluation Summary

Completing the job

- Superintendent reports self-evaluation supported by artifacts or documents in those areas where the board may lack direct knowledge.
- Members fill out the evaluation worksheets for parts 1 and 2 individually using the superintendent's self-evaluation and the targeted feedback survey, if used.
- Board meets to prepare a composite evaluation (executive session allowed)
- Composite evaluation is presented to superintendent. (executive session is allowed)
- Once signed off, it becomes a public document
- Report the composite evaluation to the public

Summary Checklist

- Consult district and legal requirements
- Review relevant documents
- Determine evaluation criteria (public)
- Determine evaluation calendar (public)
- Hear interim progress reports (check-ins)
- Circulate worksheets to board
- Schedule executive session to compile results
- Discuss composite evaluation with the superintendent
- Report results to the public

Cautions

- A governing body may not use an executive session held for purposes of evaluating the chief executive "to conduct a general evaluation of an agency goal, objective or operation." *ORS 192.660(8)*
- The final evaluation document is a public record
- Any evaluation documents/surveys returned to the board/central office are public records
- Board member's notes may be public records