

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 Process (Dates subject to change)

- Evaluation process approved by board on August 14, 2025.
- Superintendent will meet with board chair two times per month to discuss happenings within the district.
- Superintendent will meet with board members [~1 time per month].
- Check-in meetings to review performance of superintendent (in executive session per ORS 192.660(2)(h)).
 - October 9, 2025 – *Also finalize targeted feedback survey process during this time.*
 - December 11, 2025
 - February 5, 2026
- Superintendent will present self-evaluation/goals update in executive session on March 12, 2026.
- Board reviews all information provided during March executive session.
- Board members complete the superintendent evaluation independently and meet in executive session on April 9, 2026 to finalize the evaluation.
- 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.
- Board adopts a short narrative in open session on May 8, 2026 (step 5) and at the same meeting, determine if the board would like to extend the Superintendent's contract one year per contract.