

## **EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**

### Statement of Purpose

This procedure defines the criteria upon which the Superintendent of Schools will be evaluated by the Sanborn Regional School Board.

### Statement of Procedure

The evaluation of the Superintendent of Schools is a vital process toward creating and maintaining a healthy school organization. The overall purpose of this evaluation is to provide a vehicle by which the Superintendent of Schools can receive input that may enhance his/her job performance in relation to his/her ability to meet the identified needs of the school district. This evaluation will also provide a process by which the following issues will be addressed:

1. Assessment and documentation of the level of job performance of the Superintendent of Schools.
2. Clarification of the Board's role expectations of the Superintendent of Schools.
3. Development of a constructive, harmonious working relationship.
4. Identification of those factors that enhance or inhibit the Superintendent's effective leadership.
5. Development of goals that will facilitate the Superintendent's efforts to maintain high quality programs in the district.

This evaluation instrument will be open to school board members, administrators, faculty, community and the superintendent from January 1 – 18th for the job performance of our Superintendent for the period commencing the prior January through December year.

The entire school board will then meet in non-public session at the second meeting in February without the Superintendent of Schools to reach a consensus from the evaluations submitted. The School Board Chairperson will summarize the ratings. With the Superintendent of Schools present at the first meeting in March and remaining in non-public session, the school board will discuss in depth all sections of the evaluation. The report will be discussed in the second meeting in March by the

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SRSD FILE: CBI-R

standing school board. The Superintendent of Schools will have an opportunity to respond in writing or orally to the evaluation.

Finally, a copy of the consensus evaluation will be submitted to the Superintendent of Schools and a copy, in a sealed envelope, will be placed in his/her personnel file. Under ordinary circumstances, only the Superintendent of Schools and Chairperson of the School Board will have access to this envelope. If, because of prolonged illness or absence, the Chairperson is unable to respond to a request for information requiring the use of material on the consensus evaluation, the Vice-Chairperson of the School Board will be empowered to have access to materials in the Superintendent of Schools' file.

Related: CBI, CBI-R1

Effective: December 2, 1992

Revised: April 1, 1998

Revised: February 20, 2002

Revised: December 17, 2014