

## EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving his or her effectiveness.

Annually, the superintendent will provide to the School Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the superintendent annually. The School Board shall develop the instrument to evaluate the superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the superintendent. The superintendent's evaluations will include student academic progress as a significant component and an overall summative rating. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the superintendent.

Each Board member will be involved in assessing the superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the superintendent by the Board or its designees.

Adopted: July 19, 2004                      Revised June 18, 2013  
Revised July 19, 2011

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, approved Sept. 27, 2012 to become effective July 1, 2014)

Cross Ref.: CBA                      Qualifications and Duties for the Superintendent

## THE SUPERINTENDENT EVALUATION INSTRUMENT

A superintendent performs at least seven major tasks:

1. Performs as Educational Leader of the Schools.
2. Serves as the Chief Executive Officer of the School Board.
3. Oversees Staff Personnel Management.
4. Oversees Facilities Management.
5. Oversees Financial Management of the School District.
6. Directs Community Relations Activities.
7. Oversees Pupil Personnel Services.

The evaluation instrument includes several dimensions of effective practice for each of the seven tasks. Documentation occurs and the superintendent's performance is rated at the dimension level.

The rating scale is based on the reasonable expectations of a board of education and consists of six options:

- 0 - Insufficient information or observation; Don't Know
- 1 - Well Below Expectations
- 2 - Below Expectations
- 3 - Meets Expectations
- 4 - Above Expectations
- 5 - Well Above Expectations

N/A - Indicates this dimension is not applicable to our district and/or superintendent at this.

Ratings of 1 (Well Below Expectations) and 5 (Well Above Expectations) must be supported by written comments.

The evaluation instrument includes a column for priority ranking based on the district's annual goals. Circle one of three options to indicate where the superintendent should be focusing time and attention in the coming year.

- 1 - low priority
- 2 - medium priority
- 3 - high priority

The rating scale must be used on all tasks.















