File: CBG

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

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:

- Insufficient information or observation; Don't Know
- 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.

Task 1: Performs	Task 1: Performs as Educational Leader of the Schools.			
PRIORITY	DIMENSIONS	RATING	COMMENTS	
	1.1 Evaluates assistants and develops			
	an annual perfomance plan for all			
1 2 3	school employees.	012345 N/A		
	1.2 Oversees planning and evaluation of curriculum			
	and instruction. Seeks out areas for improvement			
1 2 3	and leads change.	012345 N/A		
	1.3 Prepares long- and short-term goals for the			
1 2 3	system, including student achievement.	012345 N/A		
1 2 3	1.4 Communicates vision/mission to school personnel.	012345 N/A		
	1.5 Provides leadership in the achievements of			
	school system's plan objectives by or prior to			
	expected dates. Reports district outcomes clearly			
1 2 3	and candidly.	012345 N/A		
Additional Comments:	nts:			

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Task 2: S	erves as	Serves as the Chief Executive Officer of the School Board.			
PRIORITY		DIMENSIONS	RATING	COMMENTS	
1 2	ယ	2.1 Implements policies of the school board.	012345 N/A		
		2.2 Report to the school board about the			
1 2	ω	l	012345 N/A		
1 2	ယ	2.3 Recommends actions and alternatives to the board.	012345 N/A		
		- 1	- 1		
		of the Virginia Board of Education and the			
1 2	ω	State and Federal laws.	012345 N/A		
		2.5 Ensures effective and credible supervisory	,		
		and evaluation procedures are established			
1 2	သ	and used for all personnel.	012345 N/A		
		2.6 Defines areas of responsibility, delegating of			
		authority and work relationships			
1 2	ω	for administrative personnel.	012345 N/A		

Task 3: Oversees	Task 3: Oversees Staff Personnel Management.			
PRIORITY	DIMENSIONS	RATING	COMMENTS	
ě.	3.1 Plans and implements personnel evaluation			
	system that identifies the strengths and			
1 2 3	weaknesses of employees.	012345 N/A		
	3.2 Maintains up-to-date job descriptions			
1 2 3	for all personnel.	012345 N/A		
	3.3 Ensures administration of personnel policies			
1 2 3	and programs.	012345 N/A		
Additional Comments:				

Task 4: Overs	sees l	Task 4: Oversees Facilities Management.			
PRIORITY		DIMENSIONS	RATING	COMMENTS	
1 2	ω	4.1 Ensures the maintenance of school property.	012345 N/A		
1 2	ω	4.2 Prepares long- and short-range plans for facilities and sites.	012345 N/A		
		4.3 Utilizes all resources within the district,			
		seeking to upgrade equipment, computer			
		and other technology, library and other			
1 2	ω	student used resources.	012345 N/A		
Additional Comments:	ment	S:			

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			Additional Comments:	Additio
		012345 N/A	2 3 5.4 Seek ways to save the school district money.	_
		012345 N/A	2 3 5.3 Monitors compliance with policies and laws.	
		012345 N/A	5.2 Ensures that expenditures are within limits 2 3 approved by the school board.	_
		012345 N/A	2 3 5.1 Prepares the budget with proper input.	_
	COMMENTS	RATING	RITY DIMENSIONS	PRIORITY
			Task 5: Oversees Financial Management.	Task 5

Task 6: Direct	Task 6: Directs Community Relations Activities.			
PRIORITY	DIMENSIONS	RATING	COMMENTS	
	6.1 Articulates educational programs and needs			
1 2	3 to the community.	012345 N/A		
	6.2 Involves the community in planning and problem			
1 2	3 solving for the schools.	012345 N/A		
1 2	3 6.3 Participates in community affairs.	012345 N/A		
	6.4 Ensures evaluation of customer satisfaction			
1 2	3 with the program and building level instruction.	012345 N/A		
Additional Comments:	ments:			

PRIORITY	Sees P	PRIORITY DIMENSIONS	RATING	COMMENTS	
1 2	3 7	7.1 Implement programs relating to behavior and discipline of pupils.	012345 N/A		
1 2	3 7	7.2 Maintains programs for the health and safety of pupils.	012345 N/A		
1 2	3 7	7.3 Monitors the pupil transportation system.	012345 N/A		
1 2	3 7	7.4 Monitors the pupil record system.	012345 N/A		
Additional Comments:	ments:		i.		