

Superintendent Annual Evaluation

Approach

The Pateros School Board of Directors will use a portfolio based evaluation process to annually evaluate the administrative performance of their Superintendent. The evaluation of the Superintendent will be predicated on the Superintendent providing evidence that he/she has successfully achieved both the expectations explicitly implied in the Superintendent's job description and the annual leadership performance goals identified and defined by the Board. The Superintendent will be responsible for providing observable and measurable evidence that each and every expectation has been addressed. Supporting evidence is to be included within the Superintendent's administrative portfolio and will most often appear in the form of representative work samples, written narratives, or administrative artifacts.

Process:

The Board of Directors will be responsible for individually reviewing the Superintendent's evaluation portfolio prior to the regularly scheduled January Board meeting. It is recommended that individual Board members review the Superintendent's evaluation portfolio sometime during the first two weeks in January. The focus of the individual review will be to ascertain if the evidence and any supporting documents contained within the Superintendent's administrative portfolio clearly demonstrate the successful achievement of the duties and responsibilities identified in the Superintendent's job description and the annual leadership performance goals adopted by the Board.

The Board will hold a Special Executive Board meeting prior to the January regularly scheduled Board meeting for the purpose of discussing individual Board member evaluations. The Board will collectively prepare an evaluation summary of the Superintendent's leadership performance during the evaluation period and will identify those leadership performance goals they believe the Superintendent should address during the next evaluation period. The Board may consider possible revisions to the Superintendent's job description, decide if any current leadership performance goals need to extend into the next evaluation period, or may suggest additional evaluation items be included in the portfolio.

The Board will present their annual summary evaluation of the Superintendent's administrative performance and the suggested evaluation criteria for the next evaluation period to the Superintendent during the regularly scheduled January Board meeting.

Portfolio:

The Superintendent's evaluation portfolio will contain the following sections: (1) Introduction (to include current job description and leadership performance goals); (2) Communication and Public Relations Efforts; (3) Administrative Style; (4) Budget Planning and Management; (5) Curriculum, Instruction and Assessment Development and Management; (6) Promotion of the Organization; (7) Organizational Ability; (8) Staff Development Efforts; (9) Local, State and National Service; (10) Building and Grounds Management; and, (11) Other Supportive Evidence.

Adoption Date: August, 2002

Pateros School District

Reviewed: October 2007

Revised: