

Administration

Series 300

Policy Title Evaluation of the Superintendent

Code No. 301.4

It is the responsibility of the 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. In this regard, the Superintendent's formal evaluation will include a growth plan and the Iowa Standards for School Leaders. Each member of the Board will be involved in this process.

- Evaluation is a self-driven activity. The Superintendent is expected to develop long-range (3-5 year) goals and supporting quarterly and annual plans. Goals are expected to integrate with the District goals. The growth plan is not intended to encompass all work. It is a focus on high priority items for growth.
- Evaluation is a non-coercive activity up to the point where it is determined that the Superintendent is no longer meeting the needs of the District. At that point the Board, with outside assistance, will develop specific remedial actions in a discipline and discharge plan.
- The process described in this policy is for self-evaluation, improvement and coaching, not discipline and discharge.
- The Superintendent will develop the growth plan with the Board. The Board President will act as the chief liaison to discuss and develop the plan.
- The Superintendent and Board should meet at least quarterly to review the plan and develop a new one.

- The annual or summative report will be a summary of the quarterly reports by the Superintendent, will include some comments by the Board, and will be placed in the Superintendent's personnel file.
- The Superintendent has the option of including other material in the summative review. This may be feedback from teachers and administrators, work products, parent/staff/student surveys, or other data.

No later than June 1, the Board will conduct a summative evaluation of the Superintendent's performance relating to the district goals proposed by the Superintendent and approved by the Board and Iowa Standards of School Leadership. The Superintendent is encouraged to gain feedback from a wide variety of sources to assist in goal setting and summative evaluation.

The Board secretary will maintain a personnel file for the Superintendent. This file will contain annual evaluations, transcripts, physical examination form, etc. This file is open to the inspection of the Superintendent.

Adopted: December 14, 1987

Legal Reference: (Code of Iowa)

Reviewed: October 6, 2014
July 17, 2017

Amended: February 13, 1995
April 24, 1995
March 20, 2000
October 20, 2014

Cross Reference: 204.9-R1 Board Calendar