

## Administration

Series 300

Policy Title Evaluation of the Superintendent

Code No. 302.5-R1

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### SUPERINTENDENT GROWTH PLAN

A growth plan is both a form and a process. It is the instrument used for defining contributions to the District and the students it serves.

The **form** describes the District's main areas of work, provides an assessment of how that work was accomplished and details the Superintendent's work plan in terms of outcomes, strategies and indicators.

The **process** consists of a series of developmental dialogues during which the Superintendent and the Board review the previous prior quarter's work, assess the accomplishments and learnings, and agree on work for the next quarter.

Growth plans serve three primary purposes: accountability, planning, and facilitating growth and development.

**Accountability:** Growth plans define the Superintendent's contributions to the District and make the Superintendent responsible for the work he/she describes.

**Planning:** Growth plans are fundamental tools for turning visions into realities.

Quarterly, the Superintendent and the Board review the work of the last quarter: What worked? What didn't work? The Superintendent then takes these learnings forward into the new quarter with thoughtful consideration of new outcomes to be achieved. The outcomes are the starting points for each quarter, supported by strategies and indicators.

### PROCEDURE FOR ANNUAL SUMMATIVE SUPERINTENDENT EVALUATION

1. Board and Superintendent meet in an open meeting pre-evaluation conference to review the evaluation form and procedure. The Superintendent reports to the Board on the current status of each goal.
2. Each Board member writes comments on the goals and Iowa Standards of School Leaders. Comments and questions are encouraged. The purpose of evaluation is to: discuss strengths, identify areas for growth, help the Superintendent set relevant performance goals, assess performance in accordance with Iowa Standards of School Leaders. set salary or establish evidence for dismissal.
3. The Superintendent completes a written summative report for his/her growth plan.
4. All completed forms are discussed by the full board and superintendent and returned to

the Board president.

5. The Board president compiles a written summary for the year.
6. A copy of the written summary is given to each Board member. This document is confidential.
7. The Superintendent is given a copy of the annual summary and meets with the Board (in a closed session if requested by the Superintendent) to discuss the evaluation.
8. The Superintendent's written summary will be attached to the Board summary, and this document is placed in the Superintendent's personnel file.

Reviewed:    October 6, 2014  
                  July 17, 2017  
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