

EVALUATION OF THE SUPERINTENDENT

Philosophy

The evaluation of the Superintendent is an important responsibility of the School Committee. Because the Superintendent and School Committee must work in concert to achieve educational goals, the evaluation process will be collaborative and improvement-oriented. Consequently the Committee will employ procedures designed to give constructive reaction and response to the Superintendent on an annual basis.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide administrative leadership of excellence for the school system.

Calendar

The Superintendent will be formally evaluated in January of each year on the basis of criteria contained in CBI-R, the Superintendent's annual performance evaluation form.

At least two weeks prior to the public hearing, the Evaluation Subcommittee, appointed by the School Committee Chair, will meet with the Superintendent to discuss preliminary evaluation findings based on members' assessment of his or her ratings on an annual performance evaluation form.

Following the January public evaluation, a copy of the composite annual evaluation form and a narrative report will be placed in the Superintendent's personnel file. The Committee may take into consideration the Superintendent's overall performance in establishing the Superintendent's salary for the following year.

The School Committee members will individually rate the Superintendent using the superintendent annual evaluation form CBI-R approved by the School Committee. The criteria on the evaluation form cover a broad range of the Superintendent's responsibilities.

Responsibility	Number of Criteria	Maximum Points
Educational Leadership	20	80
Personal Characteristics	15	60
Relationship with The School Committee	4	16
Relationship with Staff	2	8
Relationship with Community	3	12
Planning and Organization	4	16
Business and Finance	5	20
Totals	53	212

Ratings for each criteria will be made in the form of checks in a range of performance levels: fails to achieve - 1 point, marginally achieves - 2 points, achieves - 3 points, or exceeds - 4 points. Each Committee member is encouraged to include comments when necessary to clarify the rationale for his or her ratings.

The following question is also included on the evaluation: Does the Superintendent create an effective educational environment in the school system?

The Committee Chair will distribute the annual evaluation forms and the previous year's annual evaluation reports to School Committee members and the Superintendent in December. Within two weeks, each Committee member will submit the completed annual evaluation form to the Chair. The Chair will then meet with the Superintendent to review findings, and then prepare a composite evaluation form reflecting individual members' ratings. They will also prepare a narrative evaluation. These documents will be presented to the public during a School Committee meeting in January.

Voted 11/23/92

SOURCE: Reading