

Developing a Superintendent Evaluation System

The tone of the workshop will be one of collaboration and ongoing communication among governance team members. (There are pre-conditions that must exist before this workshop can be conducted. The board and superintendent must be working as a unified group, must have agreed upon core district beliefs, a district vision and/or mission, and must know what their priority areas are. If these conditions do not exist, we recommend having one or more effective governance workshops as a pre-requisite to developing a superintendent evaluation system.)

I. The governance team will discuss the *intent* of superintendent evaluation:

Why is superintendent evaluation important to our district?

Are there guiding principles we want to follow as we evaluate the superintendent?

Emphasis will be on using superintendent evaluation as a tool to focus and align all district efforts, and as an opportunity to reflect and talk about where the district is going, to support and commend the superintendent, and to identify any problems that need to be addressed by the superintendent to ensure continuous progress.

II. The governance team will agree on the content of the evaluation.

What results (**strategic goals**) do we want? What evaluation criteria (**success indicators**) will we use to identify whether these results have been achieved? The discussion will focus on two major areas:

- Progress toward district goals
- Improvement in selected areas of focus from the Superintendent Governance Standards

III. The governance team will agree on:

Evaluation Instrument
Evaluation Process
Evaluation Timeline
Progress Reports – Format and Timing

The consultant will provide written summaries of workshop agreements and next steps that the board and superintendent may take to implement the superintendent evaluation.

