

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Superintendent Evaluation Form

Section Title: Evaluation

Sub-Section No. 302.2a

Page 1 of 1

1. Purposes: The evaluation process between the superintendent and the Board shall be used to:
 - 1.1 Provide an opportunity for the Board and superintendent to periodically meet and discuss the performance of the superintendent and the management of the district.
 - 1.2 Review, clarify and discuss the major immediate and long-term goals for the district and the superintendent.
 - 1.3 Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the Board of Trustees.
 - 1.4 Nurture good working relationship between the Board and the superintendent.
 - 1.5 Encourage and recognize good administrative performance of the superintendent.
 - 1.6 Improve the superintendent's leadership performance and management of the district by suggesting areas for improvement.
 - 1.7 Establish reasonable standards for continued employment of the superintendent.

2. Procedures: The following procedures shall be used to evaluate the superintendent's performance:
 - 2.1 The Board of Trustees shall schedule an executive work session at least two times during the year for the purpose of a mid-year evaluation and an end-of-year evaluation of the superintendent's performance. The agreed upon evaluation form shall be used during the evaluation process.
 - 2.2 Additional informal executive sessions may be scheduled during the year to discuss the status of the superintendent's performance and management of the district.
 - 2.3 The superintendent shall make a mid-year and an end-of-the-year goal progress report as well as periodic reports to the Board on the operation of the district.
 - 2.4 The superintendent's performance evaluation shall be based on the following elements:
 - 2.4.1 Established evaluative criteria which are applicable to all administrators.
 - 2.4.2 Responsibilities defined in the job description for the superintendent's position.
 - 2.4.3 Board/superintendent developed performance goals and objectives.
 - 2.5 Utilizing these elements, the Board of Trustees and the superintendent shall develop an evaluation form that will provide the basis for the two formal evaluations and any informal discussions on the superintendent's performance.
 - 2.6 After the Board has developed a composite rating on the evaluation form reflecting the Board's consensus of the superintendent's performance evaluation, the Board will give a copy to and meet with the superintendent in executive session to discuss the management of the district and the ratings on all the items on the evaluation form. During the end-of-year evaluation, the superintendent will take informal notes which will be reviewed with the Board Chairman prior to the preparation of a Board letter to the superintendent summarizing the evaluation.
 - 2.7 The Board will provide official copies of the completed end-of-year evaluation form and cover letter for the superintendent and for the district to file as permanent record.

Adopted: 12/12/94

Reviewed: 2007, 2021