



## GSBA Superintendent Evaluation Instrument

### Georgia School Boards Association

Each Governance Team (school board and superintendent) should identify and design their own superintendent instrument with their specific goals, indicators and evidence with performance measures. Key components for the Superintendent Evaluation Instrument should include:

- **Goals:** Goals are governance areas of responsibilities, broad in scope but narrow enough to be defined and addresses the operational functions and the effectiveness of the school system.
- **Indicators:** Indicators are action items that describe what is expected to be accomplished within each goal area. One or multiple indicators may be necessary to accomplish the goal.
- **Evidence:** Evidence is a listing of performance measures and/or data documents that will define the progress made on accomplishing the identified indicator.
- **Rating Scale:** The governance team should choose the method of rating for each goal area whether a numeric scale, progress scale, and/or written comments only. The final superintendent evaluation report usually is completed on the goal area. However, the governance team may elect to rate each indicator and make a summary rating for the final evaluation report. This template provides a rating scale on each Goal area instead of a rating scale for each indicator.
- **Comment Section:** The instrument is designed to capture each board member's comments by goal areas when individual board members complete the evaluation process. For the final official evaluation report to the superintendent, the board, by consensus, may elect to provide an overall comment summary to be included vs. the individual board member comments. {This is a governance team decision.}

**IMPORTANT:** Regardless, the governance team should define and mutually agree at the beginning of the evaluation period the key components of the evaluation instrument, the process and timelines of conducting the evaluation throughout the school year, and especially, the official final evaluation date and process to be utilized. Throughout the year, the superintendent can report the

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evidence performance measures, which are identified with each indicator. The board may conduct evaluation updates quarterly, but at least annually, the board is required to conduct the superintendent evaluation on an approved instrument.

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### Goal I. Area of Focus (agreed upon by Board/Superintendent)

#### Description

Specific goal description

Indicator(s)
<b>I. Indicator #1 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>II. Indicator #2 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>III. Indicator #3 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.

#### Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

#### Comments

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### Goal II. Area of Focus (agreed upon by Board/Superintendent)

#### Description

Specific goal description.

Indicator(s)
<b>I. Indicator #1 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>II. Indicator #2 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>III. Indicator #3 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.

#### Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

#### Comments

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### Goal III. Area of Focus (agreed upon by Board/Superintendent)

#### Description

Specific goal description.

Indicator(s)
<b>I. Indicator #1 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>II. Indicator #2 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.
<b>III. Indicator #3 (Action Item)</b> Evidence Evidence defining progress made on accomplishing the indicator.

#### Rating

- Exceeds Expectations
- Meets Expectations
- Progress but did not Meet
- Needs Improvement

#### Comments

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Board Chair

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Superintendent