

The board will conduct an annual, written formal evaluation of the work of the superintendent of the district, to be completed no later than June 1. The evaluation will indicate the strengths and weaknesses of the superintendent's job performance in the year immediately preceding the evaluation and areas where improvement in the superintendent's job performance, in view of the board of trustees, is called for.

At least a portion of the summative evaluation results must be based on objective measures of growth in student achievement as defined in Idaho Code §33-1001. This portion of the evaluation may be calculated using current and/or past year's data and may use one (1) or multiple years of data.

Progress toward the goals outlined in the district's continuous improvement plan will be included in the superintendent's evaluation.

The Superintendent Evaluation Domains and Performance Standards along with the Evaluation Form are included with this policy.



**LEGAL REFERENCE:**

Idaho Code Sections

33-320 – Continuous Improvement Plans and Training

33-513 – Professional Personnel

IDAPA 08.02.02.121 – Local District Evaluation Policy – School Administrator

**ADOPTED: November 10, 2014**

**AMENDED: February 12, 2018**

**AMENDED: January 13, 2020**



Parma School District #137

*Superintendent Evaluation  
Domains and Performance Standards*

Superintendent's Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Academic/Fiscal year: \_\_\_\_\_

Directions

To be completed by the School Board as documentation of the superintendent's evaluation.

1	<u>Policy and Governance Performance Standards</u>	Performance Exceeds Criteria	Performance Meets Criteria	Has Not Met Performance Criteria	Cannot Judge
1.1	The superintendent works with the board to develop and implement policies that define organizational expectations.				
1.2	The superintendent functions as the primary instructional leader for the district, relying on support from staff as necessary when advising the board.				
1.3	The superintendent oversees the administration of the district's day-to-day operations.				
1.4	The superintendent works with all individuals, groups, agencies, committees, and organizations to provide and maintain programs that are safe and productive.				

*This template evaluation is adapted from content from:*

DiPaola, M. F. & Stronge, J. H. (2003). *Superintendent evaluation handbook*. Lanham, MD and Oxford: Scarecrow Press, Published in partnership with the American Association of School Administrators.

<b>2</b>	<b><u>Planning and Assessment</u> Performance Standards</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Meets Criteria</b>	<b>Has Not Met Performance Criteria</b>	<b>Cannot Judge</b>
2.1	The superintendent effectively employs various processes for gathering, analyzing, and using data for decision-making.				
2.2	The superintendent organizes the collaborative development and implementation of a strategic plan or direction based on analysis of data from a variety of sources.				
2.3	The superintendent plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the state educational standards.				
2.4	The superintendent develops plans for effective allocation of fiscal and other resources.				

<b>3</b>	<b><u>Instructional Leadership</u> Performance Standards</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Meets Criteria</b>	<b>Has Not Met Performance Criteria</b>	<b>Cannot Judge</b>
3.1	The superintendent communicates a clear vision of excellence and continuous improvement consistent with the goals of the district.				
3.2	The superintendent oversees the alignment, coordination, and delivery of assigned programs and/or curricular areas.				
3.3	The superintendent selects, inducts, supports, evaluates, and retains quality instructional and support personnel.				
3.4	The superintendent provides staff development programs consistent with the program evaluation results and school instructional improvement plans.				
3.5	The superintendent identifies, analyzes, and resolves problems using effective problem-solving techniques.				
3.6	The superintendent assesses factors affecting student achievement and serves as an agent of change for needed improvements.				

4	<u>Organizational Management Performance Standards</u>	Performance Exceeds Criteria	Performance Meets Criteria	Has Not Met Performance Criteria	Cannot Judge
4.1	The superintendent actively supports a safe and positive environment for students and staff.				
4.2	The superintendent develops procedures for working with the board that define mutual expectations, working relationships and strategies for formulating district policies.				
4.3	The superintendent effectively manages human, material, and financial resources to ensure student learning and to comply with legal mandates.				
4.4	The superintendent demonstrates effective organizational skills to achieve district goals.				
4.5	The superintendent implements sound personnel procedures in recruiting, employing and retaining the best qualified and most competent teachers, administrators, and other personnel.				
4.6	The superintendent provides staff development for all categories of personnel consistent with individual needs, program evaluation results and instructional improvement plans.				
4.7	The superintendent plans and implements a systematic employee performance evaluation system.				

<b>5</b>	<b>Communications and Community Relations Performance Standards</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Meets Criteria</b>	<b>Has Not Met Performance Criteria</b>	<b>Cannot Judge</b>
5.1	The superintendent promotes effective communication and interpersonal relations within the district.				
5.2	The superintendent establishes and maintains effective channels of communication with board members and between the schools and community, strengthening support of constituencies and building collations.				
5.3	The superintendent works collaboratively with staff and constituents to secure resources and to support the success of a diverse student population.				
5.4	The superintendent creates an atmosphere of trust and mutual respect with staff and community.				

<b>6</b>	<b>Professionalism Performance Standards</b>	<b>Performance Exceeds Criteria</b>	<b>Performance Meets Criteria</b>	<b>Has Not Met Performance Criteria</b>	<b>Cannot Judge</b>
6.1	The superintendent works in a collegial and collaborative manner with school personnel and the community to promote and support the mission and goals of the district.				
6.2	The superintendent takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.				
6.3	The superintendent provides service to the profession, the district, and the community.				

Comments \_\_\_\_\_  
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**Evaluation Summary**

Strengths

Areas for Improvement

Signatures:

Superintendent

Board Chairman

\_\_\_\_\_

\_\_\_\_\_

Date

Date

*Superintendent's signature acknowledges receipt of this form. Written comments may be attached.*

Comments Attached: \_\_\_\_Yes \_\_\_\_No

