Superintendent Evaluation Process

**Purpose**

The annual formal written performance assessment of the Superintendent is required by law. In addition to its regulatory purpose, the annual performance assessment will identify areas of strength or need for the superintendent as related to objective performance standards and leadership of the ELANCO School District.

**Process**

The annual evaluation of the Superintendent will be completed by the ELANCO School District Board of Directors. The evaluation will be based on objective performance criteria, annual goals, and the comprehensive plan of the school district.

The objective performance measures will remain the same from year to year and will be rated by each Director using the following scale:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard not met</strong></td>
<td>Performance in the specific duty or responsibility is totally unacceptable. The results and objectives achieved fall substantially short of the standards for acceptable performance. A rating of “standard not met” requires a written comment indicating the reason(s) for this rating.</td>
</tr>
<tr>
<td><strong>Score = 0</strong></td>
<td></td>
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<tr>
<td><strong>Standard partially met</strong></td>
<td>Performance in the specific duty or responsibility is slightly less than acceptable. The results and objectives achieved fall slightly short of the standards for acceptable performance. A rating of “standard partially met” requires a written comment indicating the reason(s) for this rating.</td>
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<tr>
<td><strong>Score = 1</strong></td>
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<tr>
<td><strong>Standard met</strong></td>
<td>Performance in the specific duty or responsibility is fully acceptable. The results and objectives achieved meet the standards for acceptable performance.</td>
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<tr>
<td><strong>Score = 2</strong></td>
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<tr>
<td><strong>Standard exceeded</strong></td>
<td>Performance in the specific duty or responsibility surpasses accepted norms. The results and objectives achieved exceed the standards for acceptable performance.</td>
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<tr>
<td><strong>Score = 3</strong></td>
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</table>

In addition to the objective performance measures, each Board of School Director will be able to submit additional comments related to annual performance. These comments will not influence or adjust the numeric rating that is derived but can be used by the Superintendent and Board Leadership to identify areas of strength or need for incorporation into the subsequent year’s goals and growth planning.

The annual performance rating document, along with appropriate evidence or narrative supplied by the superintendent, will be provided to the Board of School Directors by May 31 of each academic year. At the request of the Superintendent or direction by the Board President, an executive session may be called for the purpose of sharing information and evidence in consideration of the yearly evaluation.
The completion of the rating form and submission of additional comments are to be completed by June 10 by all board members and submitted to the Board President for tabulation and summary. The evaluation of the superintendent will be completed by June 20, with the Board President and Vice President to share evaluation results and feedback with the Superintendent by June 30. Once completed, communication will be provided to the Board Secretary for documentation of evaluation, posting on website, and salary adjustment for the subsequent fiscal year.

The annual evaluation will be based on the score earned by the superintendent across six categories that reflect the primary responsibilities of the superintendent. The overall score of the superintendent will be calculated as the total points earned for all categories divided by the total points available. Once calculated, the score will be compared to the performance levels shown below. A score of 1.49 or below will be considered unsatisfactory and a score of 1.5 or above will be considered satisfactory.

Total Points Earned / Total Points Available = Annual Performance Score

Annual Performance Score Categories:
- Failing: 0-.49
- Needs Improvement: 0.5 - 1.49
- Proficient: 1.5 – 2.49
- Exemplary: 2.50 – 3.0

**Categories and Components**

**Board Interaction**
- Interprets and executes the intent of Board Policy
- Proactively communicates with the Board regarding issues, needs and operations of the School District
- Consults with the Board, offers appropriate information and options, and engenders an atmosphere of trust and cooperation
- Responds appropriately and in a timely manner to Board requests for information, plans and alternatives

**Community Interaction and Communication**
- Attends school activities and events to support learners and their families
- Builds relationships with community members and stakeholders through participation in a variety of activities and organizations
- Employs effective and timely communication with internal and external audiences
- Effectively communicates the educational and organizational goals of the school district

**Instructional Leadership**
- Monitors, evaluates and implements a comprehensive program of curriculum, instruction and assessment through multiple measures and methods
- Supports the growth of each member of the organization through a coordinated system of professional learning and development
- Identifies and implements a variety of programs and supports to meet the variety of academic, social and mental health needs of learners and staff
- Serves as lead learner for ELANCO through ongoing professional learning and growth related to educational trends and requirements at the state and federal level

**Leadership and Personal Qualities**
- Maintains high standards of ethics, honesty and integrity in personal and professional matters
- Demonstrates sound judgment and decision-making
• Works effectively with employee groups and organizations to achieve organizational goals
• Establishes clear goals and associated action plans and motivates staff to achieve the educational mission of the school district

*Resource Planning and Management*

• Aligns the operations of the district with the district mission and vision
• Prepares and enacts effective financial plans in support of district needs and community expectations
• Analyzes and proactively plans for the human resource needs of the district
• Develops plans for the use and maintenance of district facilities and technology

*Personal Goals and Development*

• Developed and shared with the Board on an annual basis