GWINNETT COUNTY PUBLIC SCHOOLS

Gwinnett County Board of Education

Policy B-School Board Operations	Accompanying Procedure:	Descriptor Code: BBDA	Rescinds NEW
Descriptor Term: **Superintendent Evaluation**		Effective Date:	

Keywords:
Student Discipline:
Policy References:

Purpose

The Gwinnett County Board of Education ("Board") shall evaluate the Superintendent annually. The purpose of the Superintendent evaluation is to assess their effectiveness in leading the district toward accomplishing its mission, vision, goals, and objectives.

The Superintendent evaluation is an opportunity to define the Board's expectations, enhance clarity of communication, foster a positive working relationship between the Board and Superintendent, provide feedback and support for the Superintendent's professional growth, and focus on the critical responsibility of improving educational outcomes for all students.

Evaluation Components

The Superintendent's annual evaluation shall include:

1. Performance Goals – all performance goals should be specific, measurable, achievable, and timebound. The performance goals shall include, but not be limited to, measurement of systemwide academic and financial performance. Academic performance goals, disaggregated by student subgroups reported by the state accountability system, shall be the primary basis of the overall evaluation rating.

2. 360 Leadership Survey – a survey collecting feedback on the superintendent's leadership competencies may be administered annually to Board members, direct reports to the Superintendent, and the Superintendent for self-assessment. Board member ratings on the survey may be used as part of the overall evaluation rating, at the Board's discretion. Non-board member ratings shall not be used formally in the evaluation but should instead be used for professional development purposes

3. Community Survey – a survey collecting high-level open-ended feedback about the performance of the Superintendent may be administered annually to a random selection of district stakeholders, such as students, parents, teachers, school leaders, central office staff, and community leaders. The community survey shall not be used formally in the evaluation but should instead be used for professional development purposes.

The Board shall in good faith minimize year-to-year changes to the survey tools to best facilitate

longitudinal analysis of the Superintendent's performance and professional development over time.

The Board's annual evaluation process shall specifically define the methodology for how the Board will determine whether the Superintendent is meeting the minimum expectations of their employment contract.

Evaluation Process

The period of evaluation shall be the school / fiscal year beginning July 1st and ending June 30th. The annual evaluation of the Superintendent for the prior school year shall be finalized no later than December 31st of each year to allow the necessary time to compile summative data for the prior school year.

The Board and Superintendent shall establish annual performance goals and survey tools prior to the beginning of each school year (July 1st). If the Board and Superintendent are unable to reach mutual agreement by July 1st, the Board shall have unilateral authority to establish the annual performance goals and survey tools for the upcoming school year.

The Board Chair or his/her designee is responsible for coordinating and conducting the evaluation process according to the timelines and processes established by this policy. Each board member is expected to participate in the evaluation process, and the feedback of each member shall be equally considered in the final evaluation.

The Board shall conduct at least one mid-year informal evaluation conference with the Superintendent to assess progress, hear and provide feedback, and consider how to best support the Superintendent to achieve a successful annual evaluation.

The Superintendent and Board Chair shall sign the final evaluation summary report. Copies of the final report shall be given to the Superintendent and placed in his/her personnel file.

Employment Contract

The Superintendent's employment contract shall refer to a process for establishing annual performance goals by mutual agreement of the Board and Superintendent that serve as the primary basis of evaluation, in alignment with this policy.