

Appendix 2

Superintendent Evaluation Process

A primary responsibility of the School Board is to evaluate the performance of the Superintendent. The Board will conduct an annual evaluation of Superintendent performance based on achievement of Ends Policies, compliance with Superintendent Limitations, adherence to Iowa School Leadership Standards and Criteria and accomplishments toward district goals and objectives. The performance evaluations will be held in closed session in February. A separate closed session will be conducted in June to consider contract renewal and compensation.

The State requires that the Superintendent create Individual Professional Development goals based on district goals. This plan will be developed by the Superintendent in cooperation with the Board in June of each year. The Superintendent and Board will review progress toward these goals in October of each year and again during the annual Superintendent performance evaluation in February.

The following timeline outlines the process. Additional information pertinent to Superintendent evaluation is found in Board Policy series 301.3.

June

- Board revises contract and agrees on feedback to the Superintendent. (Held in closed session.)
- Board communicates outcome of contract discussion in open session.
- Board and Superintendent set Superintendent's Individual Professional Development goals based on district goals.

October

- Superintendent and Board updates progress on Superintendent's Individual Professional Development goals and district goals (may be held in closed session).

February

- Superintendent and Board update progress on Superintendent's Individual Professional Development goals and district goals (may be held in closed session).
- Board formally evaluates the Superintendent's performance in closed session.
- Board and Superintendent discuss the outcome of the evaluation in closed session.
- Board President and Vice President prepare a written Superintendent evaluation report and the report is shared with and approved by the Board.
- The Board President and Superintendent sign the evaluation as evidence that the evaluations has been discussed, and the written evaluation is placed in the district's personnel file to be incorporated into the next cycle of evaluations. A copy may be retained by the Superintendent as well, but individual Board members will not retain copies.

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