

**3100 Superintendent of Schools**

**3121 Superintendent's Performance Evaluation**

I. Introductory Statement - Purpose

The Board of School Directors recognizes its responsibilities to evaluate the Superintendent annually according to standards agreed upon by both parties. **The mutually agreed-upon standards shall be posted on the District website.**

II. Procedure

A. The Superintendent's evaluation process will begin on or about May 15 annually. Before this date, the Superintendent will submit a list of his/her accomplishments (as related to the Board's goals) to the Board President and Vice President. A copy of this document will accompany the evaluation form which will be given to each Board member. A copy of the evaluation form is attached.

When completing the form...

\* Be candid, open, and constructive. A Superintendent cannot function effectively without periodic feedback about his/her performance. It is essential for growth.

\* Bear in mind that all of us approach our jobs somewhat differently, and often an administrator doesn't handle the problem/issue/assignment exactly as another person might, but the bottom-line is: Is the Superintendent operating as a sound and competent Chief School Officer. Is the Superintendent an effective leader, administrator, and manager?

\* Remember that this evaluation is quite different from that of the typical employee who reports to only one immediate supervisor and perhaps a level beyond. A Superintendent is a member of a "team of ten" and works for nine (9) individual board members. The Board speaks officially only by public vote. Has the Superintendent accomplished what the Board has directed?

B. When the individual evaluations are completed and returned, the Board President and Vice President will compile a summary on one form, so there is one (1) composite evaluation of the nine (9) individual evaluations.

C. At a June executive session, the Board, in the absence of the Superintendent, will review the composite evaluation.

D. Within two (2) days following the June executive session, a copy of the composite evaluation will be provided to the Superintendent. Also, he/she will be given a copy of each Board member's evaluation so he/she will know how individual Board members perceive his/her performance.

E. Within three (3) working days after the Superintendent receives his/her composite evaluation, the President and Vice President of the Board will meet with the Superintendent, review the composite evaluation with him/her, and request him/her to sign the evaluation. The Board President will also sign the evaluation. (Procedures D & E may be completed concurrently.)

F. For up to ten (10) working days after the meeting with the President and Vice President of the Board, the Superintendent will have the opportunity to attach written comments to the approved and signed composite evaluation.

G. Only the approved/signed composite evaluation, along with the goals status document, will be placed in the Superintendent's file. The individual evaluations will not be placed in his/her folder.

**H. Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent have met the agreed upon objective performance standards shall be posted on the District website.**

Adoption Date                      -    September 13, 1999

**Revision Date                      -    To be inserted following Board approval**

**Review Date                        -**

Legal Reference                    -    **School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1007, 1008, 1071, 1073, 1073.1, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1418**

**State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172**

**State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45**

**Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.**

**Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125**

1			<b>Child Protective Services Law – 23 Pa. C.S.A. Sec.</b>
2			<b>6301 et seq.</b>
3			
4			<b>Americans With Disabilities Act – 42 U.S.C. Sec.</b>
5			<b>12101 et seq.</b>
6			
7		Cross-Reference	- <b>District Policies 3105, 3106</b>
8			
9			
10	XXX/xxx		