

## Administration

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF****Evaluation of Superintendent**

An annual responsibility of the Schalmont Board of Education will be to evaluate the performance of the Superintendent of Schools against standards agreed to by the Superintendent of Schools and the evaluators. The primary purpose of the evaluation will be to effect improvements in administrative leadership.

**Guidelines**

- a) The Superintendent should know the standards against which he/she will be evaluated and he/she should be involved in the development of the students.
- b) Evaluation should be at the scheduled time and place, with no other items on the agenda, at an executive session with all Board members present.
- c) An individual written evaluation should be completed by each Board member. A summary (composite) evaluation of all responses should be discussed with the Superintendent of Schools by the whole Board or a delegated Board member.
- d) The evaluation should include a discussion of strengths as well as weaknesses.
- e) The evaluation should be completed pursuant to the contract between the school district and the Superintendent.
- f) The Board should not limit itself to those items which appear on the appraisal instrument since no form or set of guidelines can encompass the totality of the Superintendent's responsibilities.
- g) Each judgment should be supported by as much rational and objective evidence as possible. One Board member's opinion should not be the sole basis of judgment on an appraisal item.
- h) The Superintendent should have the opportunity to evaluate the Board.

**Performance Objectives**

When the Superintendent of Schools has received the composite appraisal from the Board he or she will then formulate a series of performance objectives or job targets for the ensuing year. The chances that he or she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through and careful assessment of results.

(Continued)

## Administration

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF (Cont'd.)****Evaluation of Administrative Staff**

The Superintendent will conduct an annual evaluation of all administrative personnel by June 30th of each year. The Superintendent will conduct a preliminary evaluation by February 1st of each school year of any probationary appointed administrator.

The purposes of this evaluation are:

- a) To determine the competency and performance of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(o)

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