

EVALUATION OF SUPERINTENDENT

The Governing Board believes that an annual evaluation of the Superintendent's performance serves to measure the District's progress toward established goals and objectives and strengthens working relationships between the Superintendent and the Board. Evaluations should provide commendations in areas of strength and recommendations for improving effectiveness, thus clarifying the Superintendent's role and giving the Board and Superintendent an opportunity to jointly identify priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to set reasonable criteria for salary increases and/or contract extension.

Performance Objectives

The Board and Superintendent shall annually agree upon a limited number of objectives which shall be used to evaluate the Superintendent's performance. These objectives shall reflect established goals and needs of the District with regard to the educational program, personnel, operations, management, community relations, Board/Superintendent relations and professional leadership. For each objective, the Board and Superintendent shall identify in writing the activities to be performed, expected results and timelines, and resources or constraints which may affect achievement.

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

Evaluation Process

Once a year, each Board member shall independently rate the Superintendent's performance in each performance objective.

The Board shall examine all Board members' ratings and reach a consensus upon the evaluation of each performance objective. The Board president or designee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Superintendent.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. The Superintendent and Board members shall agree upon and sign an evaluation summary.

(cf. 9321 - Closed Session Purposes and Agendas)

The Superintendent and Board president shall examine dates specified in the Superintendent's contract and shall establish an appropriate schedule for the annual evaluation process and annual setting of performance objectives.

(cf. 2121 - Superintendent's Contract)

Evaluation of Superintendent (continued)

Additional evaluations may be arranged at any time during the year at the request of either the Board or the Superintendent.

Legal Reference:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

GOVERNMENT CODE

54957 Closed session for personnel matters

Policy
adopted: April 11, 1990
revised: April 13, 1995
revised: December 13, 2001 (policy/exhibit)

MURRIETA VALLEY USD
Murrieta, California

EXHIBIT – EVALUATION OF SUPERINTENDENT

Performance Objectives

Relations with the Board

The Superintendent:

1. Manages the District in accordance with Governing Board policy
2. Informs the Board about the operations of the schools
3. Offers the Board professional advice, based on thorough study and analysis, regarding needed policy decisions and other items requiring Board action
4. Provides Board members with timely agendas and with the information and reports they need in order to make informed decisions

Personnel

The Superintendent:

1. Maintains an active program of personnel recruitment and selection to provide a competent, well-balanced staff
2. Provides a selection process which identifies the best candidate in accordance with the District's nondiscrimination policy and which includes a thorough check of references
3. Ensures the systematic evaluation of all employees and provides advice and a reasonable opportunity for improvement to all who receive an unsatisfactory evaluation
4. Organizes the staff so that appropriate decision making may take place at various levels
5. Holds regular meetings with the administrative staff and provides means for two-way communication with all staff members
6. Informs the staff regarding District policies/regulations

EXHIBIT – EVALUATION OF SUPERINTENDENT (continued)

7. Provides a program for continuing growth and professional development of teachers and principals; periodically reviews and reorganizes staff duties and/or responsibilities as necessary to take full advantage of the staff's special competencies
8. Ensures that a satisfactory process exists for hearing employees' complaints and taking subsequent action
9. Has the confidence and respect of the staff and makes himself/herself available to the staff within reasonable limitations
10. Encourages team spirit, research and creativity among employees

Instructional Program

The Superintendent:

1. Provides for the continuous appraisal of the instructional program
2. Actively promotes improvement of the curriculum and instructional materials; ensures that the staff and community are involved in this effort
3. Promotes efforts to improve the quality of teaching
4. Investigates current educational practices and initiates innovation

Noninstructional Operations

The Superintendent:

1. Ensures that District records are maintained in accordance with law
2. Provides for a safe school environment
3. Develops long-range plans for new sites and facilities or for the closure of existing sites where needed
4. Provides a program of preventive maintenance for school facilities
5. Ensures that District business functions are efficiently managed by qualified personnel

EXHIBIT – EVALUATION OF SUPERINTENDENT (continued)

6. Ensures that the budget is planned in terms of educational priorities and that it provides for the improvement of the educational program
7. Seeks out new funding sources for the schools

Community Relations

The Superintendent:

1. Provides direction and support for effective school site processes involving the community, including the development of school accountability report cards
2. Provides for communication between the District and schools and the community; speaks on behalf of the schools before community groups and governmental agencies
3. Cooperates with diverse community members and agencies to further District goals
4. Seeks out opportunities to collaborate in providing support services for students