

SUPERINTENDENT EVALUATION

I. Purpose

In accordance with state law, the Shelby County Board of Education (the “Board”) is required to develop and implement an evaluation plan to be used annually for the Superintendent. The purpose of this policy is to set forth standards and define the process for the evaluation of the Superintendent’s performance.

As the governance team, the Board and Superintendent hold themselves accountable for the continuous improvement of the District. As such, the Board will ensure that the Superintendent effectively manages the school district through successful implementation of the District’s Mission, Vision, Strategic Goals and Core Beliefs and Commitments. The Board commits to developing and implementing an ongoing process of assessing the Superintendent’s performance throughout the year through interim reviews of District data pertaining to student achievement and operations. The annual process will include a self-assessment with supporting documentation and a formal summative written evaluation of the Superintendent.

II. Scope

This policy applies to the Shelby County Board of Education and the Superintendent.

III. Objectives

Through an annual evaluation of the Superintendent, the Board will strive to accomplish the following:

1. Ensure progress towards mutually agreed upon goals for the District and realizing the Mission, Vision, Strategic Goals and Core Beliefs and Commitments of the Board and the commitments of the Superintendent.
2. Develop harmonious working relationships between the Board and the Superintendent through honest and constructive communication regarding goals and performance;

3. Foster effective administrative leadership for excellence in the District and determine the strengths, opportunities for improvement and the areas to be addressed by the Superintendent in his/her professional development action plan; and
4. Effectively communicate to the community the Superintendent evaluation process, and his/her current performance objectives and priorities.

IV. Evaluation

The Superintendent's performance evaluation shall be based on the Board approved performance objectives of the preceding academic year only. In accordance with state law, the performance objectives shall include, but not be limited to, metrics designed to evaluate:

- Job performance;
- Student achievement;
- Relationships with staff and personnel, Board members, and the community; and
- Commitment to the Board's Mission, Vision, Strategic Goals and Core Beliefs and Commitments.

Once approved, any subsequent revisions and/or addition(s) to the performance objectives, for the purpose of evaluation, is subject to mutual agreement between the Board and the Superintendent.

The performance evaluation will consist of both qualitative and quantitative components and will be aligned with the District's Mission, Vision, Strategic Goals and Core Beliefs and Commitments.

V. Evaluation Instrument

The Superintendent's evaluation instrument will utilize the Board approved performance objectives. A valid evaluation instrument shall be developed and adopted by the Board and shall include, at a minimum, the following:

1. quantitative ratings on a five-point scale to measure performance in areas directly related to individual and performance objectives adopted by the Board for the preceding academic year;
2. qualitative ratings to measure performance in areas directly related to individual and performance objectives adopted by the Board for the preceding academic year;
3. written explanations for ratings below satisfactory; and
4. discussion of strengths, opportunities for improvement and the areas to be addressed by the Superintendent in his/her professional development action plan.

VI. Evaluation Timing and Process

At the time agreed to by the Board and the Superintendent, however, not later than September, the Board will meet as a body to evaluate the Superintendent's performance utilizing the approved Evaluation Instrument.

The following guidelines will be used in the evaluation process:

1. The Board will develop, with the Superintendent, a set of specific performance objectives based on the needs of the system for the ensuing academic year. This shall occur not later than October.* If no action, then the Board will use the prior annual evaluation performance objectives/instrument.
2. The evaluation will be a composite of the evaluation by individual Board members, but the Board, as a whole, will meet, as provided by law, with the Superintendent to discuss the composite evaluation.
3. Both the Board and Superintendent will prepare for the formal evaluation; the Superintendent will conduct and submit a self-evaluation with any supporting documentation at least 14 days prior to the formal evaluation, which may inform the formal written evaluation; and Board members will document the evidence used in rating the Superintendent's performance.
4. All documentation will be supported by objective evidences and align with the metrics of the evaluation instrument.
5. The Superintendent shall have a right to prepare a written or oral response to the evaluation.

6. The results of the Superintendent's annual evaluation shall be made available to the public.

* Note: Date extended to April 2014 for 2013-14 SY Superintendent Evaluation Performance Objectives. Effective 3/25/14.

VII. Responsibility

- A. The Superintendent is responsible for effectively managing the school District through successful implementation of the mutually agreed upon established goals and performance objectives, and Board approved policies.
- B. The Superintendent is responsible for gathering and analyzing data to be presented to the Board for his/her formal written performance evaluation.
- C. The Board is responsible for the governance of the school district through its development of policy, fiduciary oversight and hiring of the Superintendent.
- D. The Board is responsible for conducting an annual formal written evaluation of the Superintendent and providing continuous review of the Superintendent's progress and accomplishments during the course of the evaluation period.

Legal References

1. TCA 49-2-203
2. TCA 49-2-301
3. TRR/MS 0520-2-1-.01

Cross References

1. SCSB Mission
2. SCSB Vision
3. SCSB Strategic Goals
4. SCSB Core Beliefs and
Commitments