

Evaluation of the Superintendent

The superintendent's job performance will be evaluated once a year based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any adopted goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at the July meeting or earlier, based upon an emergency or unanticipated need.

The normal evaluation cycle will be as follows:

1. Not later than the July meeting the Board will extend applicable previous goals and add new goals to be used in the evaluation;
2. At the January Board meeting, the superintendent shall present to the Board a self appraisal relative to the district goals and evaluation criteria;
3. The superintendent shall place on the February Board agenda time for the purpose of evaluating the superintendent and expressing recommendations on how performance may be improved;
4. The Board, prior to March 15, shall formally act upon the evaluation process and the contract status. The contract will not be extended unless formally approved by the Board.

If requested by the Board, the superintendent shall present a status report on progress being made relative to the evaluation criteria.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session; however, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be addressed and will be given an opportunity to correct these problems. If the superintendent's performance, according to established criteria, is deemed unsatisfactory, the Board may either dismiss the superintendent or non-renew his/her contract pursuant to Board policy, the employment contract with the superintendent, state administrative regulations and state law.

END OF POLICY

Legal Reference(s):

[ORS 192.660 \(1\)\(i\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver School District No. 5 (FDAB 1975).

Cross Reference(s):

CBA - Qualifications and Duties of the Superintendent