

# Helix School District 1R

Code: **CBG**  
Adopted: 1/8/97  
Orig. Code(s): None

## Evaluation of the Superintendent

The superintendent/principal's job performance will be evaluated annually. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy, and progress in attaining any goals for the year established by the superintendent/principal and/or the Board.

Immediately after assuming the position of superintendent/principal, the parties shall determine the educational and administrative goals and objectives for the coming school year. The District shall periodically set the criteria for the superintendent/principal's performance evaluation. The superintendent/principal will be provided a copy of the criteria, procedure, and forms for the superintendent/principal performance evaluation. Informal evaluation will occur in June and a formal evaluation in December. The superintendent/principal evaluation, according to Board evaluation procedures, shall occur in executive session. A written report summarizing the outcome of the formal evaluation shall then be presented at the next regularly scheduled Board Meeting.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The superintendent/principal will be notified of the additional criteria prior to the evaluation.

The Helix School Board's discussion and conferences with and about the superintendent/principal and his/her performance will be in executive session, unless the superintendent/principal 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/principal's personnel file.

If the superintendent/principal's performance is deemed to be unsatisfactory, the superintendent/principal will be notified in writing of specific areas to be remedied and will be given a reasonable opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may either dismiss the superintendent/principal or not renew his/her contract pursuant to Board policy, the employment contract with the superintendent/principal, state law and rules.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660](#) (2), (8)  
[ORS 332.505](#)

[ORS 342.513](#)  
[ORS 342.815](#)

[OAR 581-022-1720](#)

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