

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: CBG
Date Policy Adopted: 1-08-07

EVALUATION OF THE SUPERINTENDENT

Purpose:

The superintendent is the chief executive officer of the West Linn-Wilsonville School district #3J. The Board believes that annual evaluation of the superintendent's performance is a valuable method of assessing the status of education in the district, establishes the level of the Board's knowledge in a variety of areas, and identifies areas which deserve discussion between the Board and the superintendent. The Board has adopted a job description that will be the standard of performance for the superintendent and which will serve as the primary basis of measurement for the evaluation. Other conduct of a more general nature will also be measured. The intent is to provide the superintendent with an assessment of performance for the past year and provide guidance for the ensuing year.

Procedure

1. A self-evaluation will be prepared by the superintendent for submission to Board members simultaneously with preparation of the board's superintendent evaluation. Evaluations will be submitted by each Board member.
2. Vice-Chair of the Board will supervise the evaluation process; tabulate the data; summarize the results; and present the results for discussion at a Board meeting. Initially, the results may be discussed by the Board only and later in a meeting consisting of the superintendent and Board members only.
3. Evaluation forms will be submitted to the participants in order to complete the evaluation no later than June 30.
4. The results of the Board member evaluations will be separately tabulated and compared with the results of the superintendent's self-evaluation.
5. The evaluation form will consist of questions relating to standards and the expected behavior of the superintendent and a scale of 1 to 10 will be used to measure quality of performance, with 1 being the lowest and 10 the highest.

10 - Outstanding

8 - Excellent

5 - Average

3 - Needs improvement

1 - Needs to be discussed

N/A - board member knowledge insufficient to evaluate

6. After discussion by the Board members and presentation to the superintendent, a final annual evaluation will be prepared and placed in the superintendent's personnel file.

Evaluation Questionnaire

Please score each subpart of the Superintendent Evaluation Form (except item "J.") with 10 the highest grade and 1 the lowest grade following the quality of performance measurements explained in paragraph 5 of the procedure. Comments are encouraged in the space after each section.

END OF POLICY