



Policy: CBI
Subject: Superintendent Evaluation

Policy

The Red River Valley School Division Board of Trustees believes that regular performance evaluations are necessary to strengthen the collaborative leadership of boards and superintendents, and enhance the mutual effectiveness in achieving goals.

Protocol

The purpose of the Superintendent & CEO's evaluation is to:

- Assess progress toward divisional goals
- Drive the organization's planning process
- Enhance collaboration between the board and Superintendent & CEO
- Enable self-review and assessment of the Superintendent & CEO
- Identify and support learning needs and growth of the Superintendent & CEO
- To create a better future

The board's self-evaluation and the performance evaluation of the Superintendent & CEO provide vehicles to clarify purposes and expectations about each party's responsibility to accomplish organizational goals. These evaluations should occur in parallel fashion, and cannot be separated from assessing the division's general progress.

The Superintendent & CEO will be evaluated by the Board in the first and second year of their employment. At a minimum an evaluation will be conducted every other year thereafter.

Each fall, the Superintendent & CEO and the Executive Committee will review the job description, and achieve mutual agreement about the focus of the evaluation. This information will be shared with the board.

The entire board will provide feedback on the Superintendent & CEO's performance. A draft evaluation report will be written by the Executive Committee, shared and finalized with the entire board. The Executive Committee will share the final report with the Superintendent & CEO.

Performance Appraisal Instruments:

- The divisional plans. The education plan and the board plan are key tools that permit the fulfilling of the board's belief statements, mission statement, major objectives and annual goals.
- Monitoring Reports. The board and Superintendent & CEO will review and discuss data that have been gathered and the documentation that has been prepared through monitoring reports.
- Self-Assessment – The superintendent will complete a self-assessment and state future goals.

Procedure

The Superintendent & CEO will choose the manner in which their self-assessment is presented to the board.