

Timelines for Superintendent Evaluation

TIMELINE	ACTION
Late Spring	<ol style="list-style-type: none"> 1. Superintendent and board clarify vision, mission and update long range (5-year) plans for district. 2. Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting documents/information/data to be used to measure performance.
Early Summer	<ol style="list-style-type: none"> 3. Superintendent creates up to five (5) Job Targets, based on district goals, which are measurable and doable in 12-months. The Job Targets are mutually agreed to by the board/superintendent and shared with staff. 4. A Professional Growth Plan is developed by the superintendent to support the his/her learning goals and shared with the board.
Fall	<ol style="list-style-type: none"> 5. Board President and superintendent review evaluation process and forms with new board members following election.
Quarterly or Early Winter	<ol style="list-style-type: none"> 6. Superintendent makes interim progress reports to the board on district goals and Job Targets as they relate to evaluation system.
Early Spring	<ol style="list-style-type: none"> 7. Superintendent completes a self-assessment of the evaluation form(s) including Job Targets. Documents and data used to support the measurable outcomes are prepared and presented to the board.
Spring	<ol style="list-style-type: none"> 8. Individual board members complete evaluation forms and bring the forms to the board's evaluation session <i>or</i> sends copies to the board president or board secretary to be compiled, according to district's procedures. 9. Board members meet to discuss their evaluations and develop the board's official written evaluation document(s) that will be shared with the superintendent following the meeting. The meeting must follow the provisions of Iowa's open meetings law Ch 21.5(a) or 21.5 (i) and advice of district's legal counsel. 10. The board's official evaluation document(s) is shared, clarified and discussed with the superintendent, following the open meetings/open records laws. Changes to the evaluation may be made as a result of the discussions. Remediation Targets (if any) will be included as a part of the final evaluation document(s) as a confidential, personnel record 11. A copy of the final written evaluation form is placed in the superintendent's personnel folder.
Late Spring	<p><i>Return to the beginning of the cycle</i></p>