

TIMELINE FOR SUPERINTENDENT EVALUATION

<u>TIMELINE</u>	<u>ACTION</u>
Summer/Early Fall	1. Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting documents, information and data to be used to measure performance. 2. Superintendent creates goals based on district goals, which are measurable and doable in 12-months. The goals are mutually agreed to by the board/superintendent and shared with staff. 3. Board President and superintendent review evaluation process and forms with new board members following the election.
Quarterly/Early Winter	4. Superintendent makes interim progress reports to the board on district goals and superintendent goals.
Mid-Winter	5. Superintendent may complete a self-assessment with supporting documents to be provided to the board. 6. Individual board members complete evaluation forms and bring the forms to the board's evaluation session. 7. Board members meet to discuss their evaluations and develop the board's official written document(s) that will be shared with the superintendent following the meeting. 8. The board's official evaluation document(s) is shared, clarified and discussed with the superintendent at a special board meeting. Changes to the evaluation may be made as a result of the discussions. 9. A copy of the final written evaluation form is placed in the superintendent's personnel folder.
Spring/Summer	10. Superintendent reports progress on district and superintendent goals.
Summer/Early Fall	Return to the beginning of the cycle

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This resource document is one resource in a collection of materials developed jointly by Associated School Boards of South Dakota and School Administrators of South Dakota with the help of an advisory panel of school superintendents.

A complete selection of superintendent evaluation resources is available online at ASBSD's web site at <http://www.asbsd.org/page203.aspx>.