

Evaluation of the Superintendent

PROCESS

1. At the beginning of each contract year, the Board reviews the plan and expectations with the Superintendent prior to implementing the evaluation plan.
2. The Board and Superintendent collaboratively determine the evaluation process, timelines, and forms including the type of performance rating system to be used – numerical (4-1), descriptive (Exemplary, Accomplished, Developing, Improvement Required), or both. The Board will get more effective evaluation data through thoughtful discussions in determining a descriptive performance rating, but using and averaging numbers is an option.
3. Using the following Superintendent Evaluation instrument, the Superintendent conducts a self-assessment and reflects on his/her own performance levels in terms of the Key Initiatives developed to achieve the four pillars outlined in the RISD Strategic Plan, and local Strategic Pillars.
4. Each Board member uses the following Superintendent Evaluation instrument to reflect on Superintendent progress and performance levels on Key Initiatives for each of the four pillars outlined in the RISD Strategic Plan. The four Pillars are Rooted in Community, Innovative Mindset, Student Centered Experience, and District of Choice. For each pillar, there are three (3) agreed upon Key Initiatives. Board members should also consider areas of emphasis on previous evaluations.
5. Each Board member should rate all the performance standards to create a comprehensive evaluation of the job, keeping in mind that factors such as experience and organizational structure may determine the level of focus on each standard. Performance indicators are listed below each Key Initiative. These performance indicators suggest objective measures to consider. Do not rate each performance indicator separately; only rate the overall Key Initiative.
6. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.
7. Each Board member's forms should be returned to the Board Chair or designee for compiling.
8. The entire Board and Superintendent meet to discuss individual and/or compiled reflection/assessment results. This conversation shall be held in a closed session and may include identifying commonalities and differences as well as developing and agreement on performance expectations.
9. The Board and Superintendent determine expectations relating to Key Initiatives and Strategic Pillars. Throughout the year the Superintendent collects and retains evidence of performance for areas of emphasis as well as Key Initiatives and Strategic Pillars. S/he shares evidence with the Board throughout the year to demonstrate efforts toward increased competencies in these areas.
10. The Board considers and incorporates Superintendent evidences into the Superintendent annual performance evaluation and collectively, with one voice, determines the Superintendent performance level for each Strategic Pillar and Key Initiative.
11. The final evaluation (summative) of the Superintendent shall be discussed and adopted in an open meeting of the Board and reflected in the meeting minutes.

Evaluation of the Superintendent**PERFORMANCE RATING LEVELS**

The following performance levels will be used to indicate the progress of a Superintendent toward the implementation of Key Initiatives to achieve the four Strategic Pillars to success outlined in the RISD Strategic Plan Scorecard.

(4) Exemplary: Successfully implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(3) Accomplished: Partially implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(2) Developing: Somewhat implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(1) Improvement Required: Implementation of the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard was unacceptable.

Comments are recommended to support performance levels for each Key Initiative outlined in the RISD Strategic Plan Scorecard and necessary when performance is determined to be Improvement Required.

Evaluation of the Superintendent

EVALUATION INSTRUMENT

STRATEGIC PILLAR – ROOTED IN COMMUNITY – STRENGTHEN AND CELEBRATE THE CONNECTION TO OUR HERITAGE.

PERFORMANCE INDICATORS:

- 1.1 The Superintendent has made satisfactory process in pursuing or achieving Key Initiatives and Activities for this strategic pillar.
- 1.2 The Superintendent has allocated adequate financial resources and human resources in order to achieve fully implement the Key Initiatives in order to achieve this strategic pillar.
- 1.3 The Superintendent has worked collaboratively with students, staff and community to fully implement the activities to achieve the Key Initiatives for this strategic pillar.
- 1.4 The Superintendent has communicated implementation and progress of activities for this Strategic Pillar to the board.

The Superintendent's performance for this Strategic Pillar is:

(4) Exemplary: Successfully implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(3) Accomplished: Partially implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(2) Developing: Somewhat implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.

(1) Improvement Required: Implementation of the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard was unacceptable.

Evaluation of the Superintendent**EVALUATION INSTRUMENT (CONTINUED)**

STRATEGIC PILLAR – INNOVATIVE MINDSET – CREATE A CULTURE THAT ENCOURAGES AUTHENTIC LEARNING IN A SAFE ENVIRONMENT.

PERFORMANCE INDICATORS:

- 2.1 The Superintendent has made satisfactory process in pursuing or achieving Key Initiatives and Activities for this strategic pillar.
- 2.2 The Superintendent has allocated adequate financial resources and human resources in order to achieve fully implement the Key Initiatives in order to achieve this strategic pillar.
- 2.3 The Superintendent has worked collaboratively with students, staff and community to fully implement the activities to achieve the Key Initiatives for this strategic pillar.
- 2.4 The Superintendent has communicated implementation and progress of activities for this Strategic Pillar to the board.

The Superintendent's performance for this Strategic Pillar is:

- (4) Exemplary:** Successfully implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (3) Accomplished:** Partially implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (2) Developing:** Somewhat implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (1) Improvement Required:** Implementation of the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard was unacceptable.

Evaluation of the Superintendent

EVALUATION INSTRUMENT (CONTINUED)

STRATEGIC PILLAR – STUDENT CENTERED EXPERIENCE – PRIORITIZED IN ALL ASPECTS OF EDUCATION.

PERFORMANCE INDICATORS:

- 3.1 The Superintendent has made satisfactory process in pursuing or achieving Key Initiatives and Activities for this strategic pillar.
- 3.2 The Superintendent has allocated adequate financial resources and human resources in order to achieve fully implement the Key Initiatives in order to achieve this strategic pillar.
- 3.3 The Superintendent has worked collaboratively with students, staff and community to fully implement the activities to achieve the Key Initiatives for this strategic pillar.
- 3.4 The Superintendent has communicated implementation and progress of activities for this Strategic Pillar to the board.

The Superintendent's performance for this Strategic Pillar is:

- (4) Exemplary:** Successfully implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (3) Accomplished:** Partially implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (2) Developing:** Somewhat implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (1) Improvement Required:** Implementation of the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard was unacceptable.

Evaluation of the Superintendent**EVALUATION INSTRUMENT (CONTINUED)****STRATEGIC PILLAR – DISTRICT OF CHOICE – DISTINGUISH OUR DISTRICT AS THE PREFERRED DESTINATION FOR STUDENTS, STAFF AND FAMILIES.****PERFORMANCE INDICATORS:**

- 4.1 The Superintendent has made satisfactory process in pursuing or achieving Key Initiatives and Activities for this strategic pillar.
- 4.2 The Superintendent has allocated adequate financial resources and human resources in order to achieve fully implement the Key Initiatives in order to achieve this strategic pillar.
- 4.3 The Superintendent has worked collaboratively with students, staff and community to fully implement the activities to achieve the Key Initiatives for this strategic pillar.
- 4.4 The Superintendent has communicated implementation and progress of activities for this Strategic Pillar to the board.

The Superintendent's performance for this Strategic Pillar is:

- (4) Exemplary:** Successfully implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (3) Accomplished:** Partially implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (2) Developing:** Somewhat implemented the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard.
- (1) Improvement Required:** Implementation of the Key Initiatives for the Strategic Pillar per the RISD Strategic Plan Scorecard was unacceptable.

Evaluation of the Superintendent**DISTRICT GOALS**

Part of the Superintendent's job is to guide the District toward successful completion of District goals collaboratively developed by the Board and Superintendent and to report progress toward goals on a regular, prescribed basis. The establishment of these goals is optional and may also be developed as part of the Superintendent's performance expectations.

1. Attached are the forms to be completed by each Board member rating the Superintendent's performance in meeting the goals agreed to by the Superintendent and the Board at the beginning of the year. Each goal statement should be inserted into a separate page for completion.
2. Each Board member should rate the performance level for each goal.
3. Written comments in support of your rating are recommended as they provide clarity and are helpful during the Board discussions of the evaluation.
4. Each Board member's forms should be returned to the Board Chairperson or designated Board member for compiling.

Evaluation of the Superintendent

GOAL 1:

The Superintendent's performance for this goal:

- ☐ **(4) Exemplary:** Successfully implemented the goal.
- ☐ **(3) Accomplished:** Partially implemented the goal.
- ☐ **(2) Developing:** Somewhat implemented the goal.
- ☐ **(1) Improvement Required:** Implementation of the goal was unacceptable.

Comments & Evidence to support the Superintendent's performance for this goal:

Evaluation of the Superintendent

GOAL 2:

The Superintendent's performance for this goal:

- ☐ **(4) Exemplary:** Successfully implemented the goal.
- ☐ **(3) Accomplished:** Partially implemented the goal.
- ☐ **(2) Developing:** Somewhat implemented the goal.
- ☐ **(1) Improvement Required:** Implementation of the goal was unacceptable.

Comments & Evidence to support the Superintendent's performance for this goal:

Evaluation of the Superintendent

GOAL 3:

The Superintendent's performance for this goal:

- ☐ **(4) Exemplary:** Successfully implemented the goal.
- ☐ **(3) Accomplished:** Partially implemented the goal.
- ☐ **(2) Developing:** Somewhat implemented the goal.
- ☐ **(1) Improvement Required:** Implementation of the goal was unacceptable.

Comments & Evidence to support the Superintendent's performance for this goal:

Review/Revised:9/17/2024