

# Seaside School District 10

Code: **CBG**  
Adopted: 7/26/07

## **Evaluation of the Superintendent**

The primary purpose of the superintendent's evaluation will be to effect improvements in the administrative leadership of the District.

Through evaluation of the superintendent, the Board will strive to accomplish the following:

1. Clarify for the superintendent his/her role in the school system as seen by the Board;
2. Clarify for all Board members the role of the superintendent in light of the job description and clarify priorities among the responsibilities agreed upon by the Board and the superintendent;
3. Develop harmonious working relationships between the Board and the superintendent;
4. Provide administrative leadership for the District.

The Board will develop periodically, with the superintendent, a set of performance objectives based on the needs of the District. The performance of the superintendent will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the superintendent.

Annually, in January or as soon thereafter as practicable, the Board will devote an executive session of the Board to evaluation of the superintendent's performance with the superintendent present.

Standards to be used in the evaluation will be agreed to by both the superintendent and the Board.

The following guidelines will be used in the evaluation process:

1. The superintendent will know the standards upon which he/she will be evaluated and will be involved in the development of those standards;
2. Evaluation should be at a scheduled time and place, with no other items on the agenda;
3. The evaluation will be a composite of the evaluations by individual Board members, but the Board, as a whole, will meet with the superintendent to discuss the composite evaluation;
4. The evaluation should include a discussion of strengths as well as weaknesses;
5. The yearly evaluation will be used as an indication of performance in the position and should be the basis for "warnings" about deficiencies;

6. Both the Board and superintendent will prepare for the evaluation; the superintendent will conduct a self-evaluation and the Board will examine information relating to the superintendent's performance;
7. The Board will not limit its evaluation to those items that appear on the evaluation form, since no form or set of guidelines can encompass the totality of the superintendent's responsibilities;
8. Each judgment will be supported by a rationale and objective evidence;
9. One Board member's opinion will not be the sole basis for judgment on an appraisal item;
10. The superintendent will have the opportunity to evaluate the Board with a detailed evaluation of the working relationships between the Board and the superintendent;
11. Following the evaluation session the Board should take action in regard to extension or revision of the superintendent's contract;
12. Decision on the contract's extension or revision will be made at the first regular meeting of the Board in February of each year, or as soon thereafter as practicable;
13. If the Board does not evaluate the superintendent any given year or fails to act on the contract's extension or revision before March 1, the contract will automatically be extended for one additional year.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660 \(2\), \(8\)](#)  
[ORS 332.505](#)  
[ORS 342.513](#)

[ORS 342.815](#)  
[OAR 581-022-1720](#)

Hanson v. Culver School District No. 5 (FDAB 1975).

**Cross Reference(s):**

BDC - Executive Sessions  
CBA - Qualifications and Duties of the Superintendent