

Timeline for Superintendent Evaluation

<u>TIMELINE</u>	<u>ACTION</u>
Late Spring	<ol style="list-style-type: none"> 1. Superintendent and board clarify vision, mission and long-range 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 Individual Professional Development goals based on district goals, which are measurable and doable in 12-months. The goals are mutually agreed to by the board/superintendent. 4. An Individual Professional Development Plan is developed by the superintendent in cooperation with the board to support his/her goals.
Fall	<ol style="list-style-type: none"> 5. Board President and superintendent review evaluation process and forms with new board members following the election.
Quarterly	<ol style="list-style-type: none"> 6. On the timetable specified in the superintendent Goals (Item 2), the superintendent makes interim progress report to the board on district goals and Individual Professional Development Plan goals.
Spring	<ol style="list-style-type: none"> 6a. Superintendent completes a self-assessment including reflections and supporting artifacts and provides it to the board. 6b. Board members meet to discuss their evaluations of superintendent performance to date and collaboratively develop/update for the period the board's official written document(s). 6c. The board's official evaluation document(s) is shared, clarified and discussed with the superintendent, following the open meetings/open records laws. Each periodic performance communication is documented in the superintendent's personnel folder. Remediation Targets (if any) will be included as a part of the final evaluation document(s) as a confidential personnel record.
Spring	<ol style="list-style-type: none"> 7. The final written annual evaluation form is completed and a copy is placed in the superintendent's personnel folder. 8. Iowa law requires that notification of a board's intent to terminate the contract of a superintendent occur by May 15.
Late Spring	<u><i>Return to the beginning of the cycle</i></u>