

## Lisbon School Department

### EVALUATION – SUPERINTENDENT OF SCHOOLS

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#### A. **Job Goal**

To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

#### B. **Purpose of Evaluation**

The purpose of the evaluation of the Superintendent is to:

- 1) Protect the employer.
- 2) Honor the employee's rights to feedback, a record of job performance and a complete file of a job history.
- 3) Assess the effectiveness of the Superintendent in accomplishing assigned and statutory responsibilities.
- 4) Provide a forum for the free exchange of issues on job performance between the Superintendent and the School Committee.

Open communications and mutual understanding of expectations are essential between the Superintendent and the School Committee to achieve and maintain a successful school system for Lisbon School Department.

The evaluation is intended to be a professional growth tool. It should take into consideration annual goals and overall responsibilities established by the job description, state laws, Department of Education rules and local policies.

#### C. **Process of Evaluation**

The evaluation of the Lisbon School Department Superintendent shall be on a yearly basis, culminating in the annual formal evaluation of the Superintendent by the end of June.

- 1) In August of each year the Superintendent will present proposed goals and objectives to the School Committee. The Superintendent and the School Committee will then mutually establish and tentatively prioritize the goals and objectives of the Superintendent for the school year beginning in September.
- 2) Each Committee member is asked to complete this form using a rating system of 1-4 (4 =Exceeds; 3 =Meets; 2 =Partially Meets; 1 =Does Not Meet.)
- 3) The completed form should be returned to the Chairperson at the second meeting in -April and will be completed and reviewed with the Superintendent in Executive Session at the first - May meeting.
- 4) The Superintendent will complete a self evaluation and give to the School Committee Chair by April 1<sup>st</sup>.

(NOTE: The purpose of establishing specific employment goals and objectives is intended to assist the Superintendent and School Committee in establishing priorities for action. Failure to accomplish particular goals and/or objectives may not reflect negatively on a Superintendent's performance particularly where events may have superseded any given goal or objective.

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