

**Section 300 – Administration**  
**Superintendent**  
**Superintendent Evaluation**

**File: 302.05**

The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

During the first year of employment, the superintendent of schools shall be evaluated twice, once in September and once in March. Thereafter, the superintendent of schools will be evaluated at least once each year. This evaluation shall occur during the month of September. The superintendent of schools' contract will be considered for renewal during the month of November.

At the regular November board meeting--in closed session, if necessary to prevent damage to the reputation of any individual--the evaluation results will be shared with the superintendent of schools and open discussion invited on any different viewpoints.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
4. The board as a whole shall discuss its evaluation with the superintendent in closed session; and
5. The board will complete the evaluation process by reaching consensus on goals or priorities for the superintendent for the next period of evaluation.

The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Neb. Statute 79-828  
Cross Reference: 204.06 Closed Sessions  
302.01 Superintendent Qualifications, Recruitment, Appointment