

General School Administration

Administrative Procedure -- Superintendent

Steps For Using Evaluation Form

1. A five-point rating scale will be used as indicated at the top of each page.
2. Each Board of Education member will complete the entire form. If a rating below three is given for any item, a written comment should be made opposite the item.
3. An average score will be determined for each item and each category; the range of scores will also be shown.
4. An overall rating will be calculated based upon each category.
5. Signed written comments from each board member will be re-typed as an addendum to the printed form.
6. The composite will be signed by the Superintendent and the President of the Board of Education. Each Board member will be given a copy.
7. A time will be arranged for the Superintendent and Board members to discuss the evaluation, in closed meeting.

