

Lyon County School District Superintendent Evaluation

EVALUATION OVERVIEW This evaluation model offers a two-part guide for evaluating the Superintendent:

Part I is based on standards and professional practices.

Part II is the final performance summary sheet. It provides a final rating on the Superintendent's performance standards.

THE EVALUATION MODEL AND TIMELINE MODEL: The Board of Trustees should participate in the process from start to finish, and the Board Chair is responsible for expediting the evaluation process.

Per LCSD Board Policy BCD, The Superintendent shall be given a formal evaluation by the Board in a regularly agendized, open meeting no less than one time per each school year that they are employed by the School Board (See NRS 241.031). The Board may, at their discretion, informally evaluate the Superintendent at any time during the school year in order to develop the formal year-end evaluation. Informal evaluations will not be used by the Board in any other manner.

The Board and Superintendent should agree on the evaluation timeline and process. Collectively, the Board and Superintendent review the standards of performance, as well as identify the annual Superintendent goals based on local priorities of the District.

The secretary to the Board collects all the individual Board member evaluations and compiles the results and comments.

A regular public meeting is convened for the Board to discuss the evaluation results and provide feedback regarding performance ratings and recommendations. The Board shall vote on the final overall rating for the Superintendent evaluation.

CONSIDER THESE NORMS WHEN CONDUCTING THE EVALUATION:

- Give each review the time and attention it deserves and provide specific evidence
- Maintain a respectful, professional process
- Focus on standards and outcomes (not personality)
- Use multiple evidence-based documents when assessing performance
- Identify strengths in performance upon which to build
- Address ratings that need improvement with tact and constructive criticism
- Provide recommendations for specific corrective action

PART I- RATING BASED ON STANDARDS AND PROFESSIONAL PRACTICES

Standards and Professional Practices:

- 1) Student Learning and Instruction
- 2) Communication and Ethics
- 3) Human Resources and Finance
- 4) Policy and Board Relations
- 5) Facilities and Safety

Rating Scale:

Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
<i>Performance has continually exceeded the criteria</i>	<i>Performance consistently meets the criteria</i>	<i>Performance does not meet the criteria and requires significant improvement</i>

Name of Evaluator:

Date of Evaluation:

OUTCOME #1 Student Learning & Instruction	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
<i>Students are achieving benchmarks for grade level proficiency or targeted growth goals. The Superintendent leads the District by providing best practices in instructional programs and staff professional development.</i>	Chose only one		
1.1 Student achievement proficiency and growth data in Math and ELA are monitored by the Superintendent and are regularly reported to the Board, including a plan for addressing deficiencies Provide Evidence for Rating:			
1.2 CTE and workplace learning participation are monitored by the Superintendent and are regularly reported to the Board, including a plan for addressing concerns and areas of growth Provide Evidence for Rating:			
1.3 District graduation rate meets or exceeds the state's graduation rate Provide Evidence for Rating:			
1.4 Students with specialized learning needs are provided appropriate modifications and accommodations through individual plans with learning goals and programs			

Provide Evidence for Rating:			
1.5 District goals, curriculum, and initiatives are systemically aligned throughout the District using the District Performance Plan and Portrait of a Learner with associated professional development to staff Provide Evidence for Rating:			

Comments: (Identify strengths or recommendations for improvement):
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OUTCOME #2 Communication & Ethics	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
<i>The Superintendent establishes effective communication with all stakeholders by effectively engaging and responding to the interests and needs that support the success of all students.</i>			
2.1 Uses effective public information strategies to communicate and promote a positive image of the District with families, community, the media, and state and local officials Provide Evidence for Rating:			

2.2 Provides an annual survey for parents/guardians to communicate experiences and provide feedback about District and school operations Provide Evidence for Rating:			
2.3 Regularly visits schools and visibly engages the school community and the community at large Provide Evidence for Rating:			
2.4 Reports during the monthly board meeting to help educate stakeholders about important educational issues and updates Provide Evidence for Rating:			
2.5 Responds to stakeholder and board communications within 2 working days Provide Evidence for Rating:			
<i>The Superintendent administers district operations in an ethical manner.</i>	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
2.6 Manifests a professional code of ethics and demonstrates personal integrity, including continued professional learning Provide Evidence for Rating:			
2.7 Models accepted moral and ethical standards in all interactions			

3.2 Effectively works with District bargaining units and actively seeks to improve bargaining outcomes that best serve students and the District Provide Evidence for Rating:			
3.3 Ensures that federal, state, and local laws and policies are implemented for employees Provide Evidence for Rating:			
<i>The Superintendent is an effective steward of the District's financial resources and ensures the fiscal health of the District.</i>	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
3.4 Guides the process of fiscal planning and budget development and makes recommendations based upon the District's current fiscal position and future needs Provide Evidence for Rating:			
3.5 Implements audit recommendations and works to ensure the annual audit is completed in a timely manner and reflects best practices Provide Evidence for Rating:			
3.6 Ensures that District expenses and budgeting reflect a positive ending fund balance and bond rating Provide Evidence for Rating:			

Comments: (Identify strengths or recommendations for improvement):

OUTCOME #4 Policy & Board Relations	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
<i>The Superintendent works effectively with the Board of Trustees to lead and manage the District consistent with Board policies.</i>			
4.1 Advises the Board on the need for new and/or revised policies and regulations, with particular attention during legislative sessions Provide Evidence for Rating:			
4.2 Creates administrative regulations to ensure the appropriate enforcement of Board policy and compliance with state and federal law Provide Evidence for Rating:			
4.3 Legal resources are appropriately used to proactively prevent and respond to possible liabilities Provide Evidence for Rating:			
<i>The superintendent fosters a relationship of mutual respect and support with board members and exhibits a shared understanding of Board and Superintendent roles.</i>	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)

4.4 Keeps the Board regularly informed with data, reports, and information which enables them to make effective and timely decisions Provide Evidence for Rating:			
4.5 Works with the Board to develop District Goals that align with the District Performance Plan (DPP) Provide Evidence for Rating:			
4.6 Attends trustee conferences and workshops as circumstances allow and invites trustees to site visits and events Provide Evidence for Rating:			
4.7 Makes considerable effort to have a positive working relationship with the Board and attempts to resolve any serious conflicts with Board members Provide Evidence for Rating:			
4.8 Works proactively with the Board President to plan for meetings, prepare agenda items, and collaborate regarding issues and concerns Provide Evidence for Rating:			

Comments: (Identify strengths or recommendations for improvement):

OUTCOME #5 Facilities and Safety	Exceeds Expectations: (5pts)	Meets Expectations: (3pts)	Does Not Meet Expectations: (1pt)
<i>The district is a good steward of capital resources. Students, staff, and community members are physically and psychologically safe in the school.</i>			
5.1 Ensures the Capital Improvement Plan (CIP), Master Facility Plan, and current facility projects are being updated and presented to the Board Provide Evidence for Rating:			
5.2 Stays informed of facilities use and needs and makes facility and safety improvement recommendations as needed to the Board Provide Evidence for Rating:			
5.3 Ensures that each school and the District has a current Emergency Operation Plan (EOP) and applicable safety drills are conducted at each school in conjunction with appropriate first responders Provide Evidence for Rating:			
5.4 Provides an appropriate Social Emotional Learning (SEL) curriculum and resources to students, staff, and families for mental health wellness Provide Evidence for Rating:			
5.5 Presents the District progressive restorative discipline plan and safe and respectful learning policy for annual approval and update			

Provide Evidence for Rating:			
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Comments: (Identify strengths or recommendations for improvement):
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