



Identify the Requisites

Proper preparation for the superintendent's performance evaluation demands carefully and thoroughly identifying all of the laws, regulations, policies and other requirements lawfully applicable to your district, including but not limited to the following:

- **A**ll job descriptions, superintendent duties, administrator or superintendent evaluation procedures or forms in district policies or regulations or specified in related legal documents; it is not unusual to discover competing iterations. In these cases it will be necessary to determine which take precedence;
- **A**ny applicable articles in your employment agreement with the superintendent;
- **A**ny applicable sections in state law;
- **A**ny applicable national standards or regulations;
- **A**ny applicable sections in the district's board policies; and
- **C**opies of any relevant practices or procedures established in the district's personnel offices.

It is also advisable to assemble any board goals, board priorities, and district goals adopted by the board.

Your challenge is to put together an approach that is legal and compliant with laws, regulations, contracts and policies, yet practical, useful, and fair to your superintendent..

In the event that you find yourselves designing a completely new process, helpful resources are available through your superintendent associations, your network of colleagues, and education consultants.