

## Indiana Superintendent Evaluation Process

### Step-by-step process for an annual superintendent evaluation

Annual superintendent evaluation by the board of education is a requirement in Indiana statute. A well implemented process can and should be a means for continuous improvement for the school corporation leadership team. However, successfully completing a meaningful evaluation is challenging for most boards. Among the many tasks and expectations of board members who already have a busy professional and family life, the work can seem daunting if not impossible.

Although initiating a the jointly developed ISBA/IAPSS evaluation process requires the commitment of the entire leadership team, once implemented, and followed with fidelity, it will become part of the annual work of the team. The following is a step-by-step process designed to allow the evaluation to become part of the accepted leadership team workflow through the school year.

**Step 1:** Create a policy. It is important for the full board to embrace the evaluation process and create a policy that clearly states the use of the ISBA/IAPSS superintendent evaluation tool, and the steps outlined in this guide document.

**Step 2:** Make sure all boardmembers are familiar with the Superintendent Evaluation Manual and the accompanying evaluation tools.

**Step 3:** Plan a mid-summer board retreat. July is a good time to bring the board members and superintendent together for a planning retreat. This sets the stage for the work of the next school year. Note that these retreats often include key members of the superintendent's administrative cabinet. Some agenda items might include:

1. Review your strategic plan, the work done year to date, and plans for the year.
2. Review current data, critical issues, and needs.

3. Board and superintendent work to identify two or three (no more than 5) areas for improvement for the next year. Those should set up the development of objectives and action steps by the superintendent and administrative team.

**Step 4:** Quarterly special meeting work session updates are an effective way to review data, ask questions and stay on task through the year. Update sessions can be held more frequently if necessary.

**Step 5:** Schedule a January or February formative evaluation. This is not the final evaluation but is a mid-year checkup for the leadership team. Where are we now, and are we headed in the right direction?

**Step 6:** Schedule the final evaluation. This often occurs in June after the end of year activities and schedule are complete. The board and superintendent should come together to review the aggregate scores and finalize the process.

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