ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2103**

**ADMINISTRATION**

**Performance Appraisal – Superintendent**

A formal appraisal of the job performance of the Superintendent shall be conducted beginning in October of each year. The appraisal will be conducted by the full Board in accordance with the criteria and procedures set forth by the Board and will be for the following purpose:

* to clarify for the Superintendent his/her role in the school system as seen by the Board;
* to clarify for the Board members the role of the Superintendent in light of the job description and performance goals as agreed upon by the Board and Superintendent.
* to develop a harmonious working relationship between the Board and Superintendent; and
* to provide administrative leadership of excellence for the District.

The Superintendent Appraisal Instrument is to be utilized by the Superintendent of Wayne Community Schools and individual Board members to reflect upon annual performance of the Superintendent. The appraisal process shall be organized according to the following timeline:

Early October each year

* The Superintendent completes their appraisal (including examples how the job categories were met to assist the Board in completing their evaluation).

Late October each year

* Each board member individually completes the appraisal as a worksheet (with the assistance of the Superintendent appraisal form).

November each year

* Board members review the completed appraisal worksheets and reach consensus, completing one joint appraisal.

December each year

* The Board shares the joint appraisal with the Superintendent. Should deficiencies be noted in the work performance, the Board shall also provide the Superintendent with a list of deficiencies, a list of suggestions for improvement, and assistance or suggestions for overcoming deficiencies addressed by the Board.
* Following this meeting, the Superintendent has the option of sharing their self-appraisal and dialogue with entire Board regarding the Board appraisal and/or develops an improvement plan that addresses the deficiencies addressed by the Board.
* Copies of the completed appraisal report shall be distributed to the Superintendent and all Board members, and the original shall be placed in the Superintendent’s permanent personnel file, located in the District office.

June each year

* An appraisal progress review will be conducted by the Board. The purpose of which is to advise the Superintendent of any deficiencies that still remain and need corrected prior to the end of the appraisal period. The documentation of progress toward the shor-term goals will serve as the basis for the final appraisal report at the end of the year.