

EVALUATION OF THE SUPERINTENDENT

Research and state law find that leadership is essential for the advancement of public education. The School Board and Superintendent are primarily accountable for leading Chesterfield County Public Schools to achieve the vision and accomplish the mission. Leading the school system requires the School Board and Superintendent to focus on student achievement and work in partnership on mutually agreed upon strategic goals tied to the School Board-approved vision and mission. It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the Superintendent in improving their effectiveness.

The School Board evaluates the Superintendent annually on the progress made toward achieving the agreed upon goals and on the uniform performance standards and criteria developed by the Virginia Board of Education (Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as approved on March 17, 2022.))

The Superintendent's contract shall include specific annual performance objectives and shall be aligned with the evaluation process as set forth by Board policy.

The period of evaluation shall be July 1st and ending June 30th. The annual evaluation of the Superintendent for the prior school year shall be finalized no later than October 31st.

Following the completion of the annual evaluation, a professional development plan shall be created, outlining objectives, timelines, and activities that support the professional development of the Superintendent for the following calendar year, based on the Board's identification of opportunities for professional growth during the evaluation process.

The Board Chair or their designee is responsible for coordinating and conducting the evaluation process according to the timelines and processes established by policy and the Superintendent's contract. The input of each School Board member shall be equally weighed in the final determination of the Superintendent's performance.

At a minimum, the annual evaluation shall include:

1. Performance objectives – including, at a minimum, measurement of systemwide academic and financial performance, to be determined annually by the Board. The performance objectives shall be the basis for at least 40% of the overall evaluation rating (refer to CCPS Superintendent Evaluation Framework).
2. Leadership survey – to be administered annually to Board members, the Superintendent's cabinet, and the Superintendent for self-assessment. The board member ratings on the leadership survey shall be the basis for no more than 60% of the overall evaluation rating (refer to Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as approved on March 17, 2022.))
3. 360 Survey – to be administered anonymously and annually to all principals and leadership directors. The 360 survey shall not be used directly to calculate the overall evaluation rating but shall instead be a reference point providing board members with information about the experiences of district stakeholders, and to inform the professional development plan for the Superintendent (refer to CCPS Superintendent Evaluation Framework).
4. Climate Survey - to be administered to school staff, community partners, students and parents that will be used to evaluate CCPS overall culture and school climate. The climate survey shall not be used directly to calculate the overall evaluation rating but shall instead be a reference point providing board members with information about the experiences of district stakeholders, and to inform the professional development plan for the Superintendent (refer to CCPS Superintendent Evaluation Framework).

The School Board shall also conduct an interim evaluation six months after the completion of the Superintendent's annual evaluation. The interim evaluation shall include the following.

1. Performance objectives – including, at a minimum, measurement of systemwide academic and financial performance, to be determined annually by the Board. The performance objectives shall be the basis for at least 40% of the overall evaluation rating (refer to CCPS Superintendent Evaluation Framework).
2. Modified Leadership survey – to be administered annually to Board members and the Superintendent for self-assessment. The board member ratings on the leadership survey shall be the basis for no more than 60% of the overall evaluation rating (refer to Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as approved on March 17, 2022).

Unless changes are requested and agreed upon by the Board and Superintendent, the performance objectives, leadership survey tool, 360 survey tool, and climate survey tool shall remain the same as the previous year's evaluation tools.

The Board shall in good faith minimize year-to-year changes to the leadership survey, 360 survey, and climate survey tools to best facilitate longitudinal analysis of the Superintendent's professional development over time.

The Board's evaluation process shall specifically define the methodology for determining whether the Superintendent has met the minimum expectations of their employment contract at the conclusion of each evaluation cycle.

The Superintendent and Board Chair shall sign the final annual and interim evaluation summary report. Copies of the final report shall be given to the Superintendent and placed in their personnel file.

Revised: June 6, 2023
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Cross Ref.:	101 2	School Board's Vision, Mission and Standards of Quality
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	102 0	Duties and Powers
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CHESTERFIELD COUNTY PUBLIC SCHOOLS

	2020	Qualifications of the Superintendent
	2030	Role and Duties of the Superintendent
	2180	Accountability

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as approved on March 17, 2022).

[VSBA: CBG]

CHESTERFIELD COUNTY PUBLIC SCHOOLS