

<b>NEW MEXICO SCHOOL F/T BLIND &amp; VISUALLY IMPAIRED</b>	<b>SUBJECT: NO: 025 Evaluation of the Superintendent</b>
<b>Effective Date: 12/17/96</b>	<b>Reviewed: 08/21/97; 12/3/99; 11/8/12 Revised: 3/18/05; 4/16/09; 4/29/10, 2/3/12</b>
	<b>Kind: Board Policy</b>

### GENERAL POLICY

Effective evaluation of the Superintendent is an essential part of the total educational program. Performance-based evaluation should be a fair, objective and continuous process which directly reflects job-related performance and ensures that the Superintendent is performing job responsibilities satisfactorily. It is the responsibility of the Board of Regents to annually evaluate the Superintendent's performance in accordance with Board approved forms and procedures which include guidelines provided by the **New Mexico Public Education Department (PED)** as per **Licensure Rules and Requirements** and **NMAC 6.69.3** Performance Evaluation Requirements for, Administrators, Library Media Specialists and Counselors.

It is the role of the Board of Regents to enable the Superintendent to achieve the mission of the school. The evaluation process should be a cooperative effort between the Board and the Superintendent. It should identify ways in which existing philosophies, standards and competencies might be further strengthened and made more responsive to the needs of the school and the students it serves. Further, an effective evaluation system should identify strengths and weaknesses and provide direction for maintaining and improving necessary skills through professional development activities.

The form that is used for the evaluation of the Superintendent is based on the ten essential competencies identified by the **NMAC 6.69.3** for administrators as well as local competencies adopted by the Board of Regents. The Board of Regents approved this form at the **February, 2005** board meeting and revisions to the form have been incorporated and approved by the Board as necessary. During the September, 1996 board meeting, an eleventh competency was added by the Board of Regents to the ten essential competencies identified by the **NMAC 6.69.3** which is dedicated to the principle that the Superintendent be committed to establishing considerable student contact.

### OPERATIONAL PROCEDURES AND TIMELINES

The following is the procedure and time schedule for evaluation of the Superintendent.

Each scheduled board meeting - Report by the Superintendent to the Board of Regents regarding accomplishments, activities, meetings, etc.

**By November** - as required by the **PED**, annual orientation to the evaluation process will be completed through a review of the Superintendent Evaluation Form by the Board and the Superintendent. The purpose of the orientation is to make the Board and the Superintendent aware of the evaluation plan, procedures and the specific competencies which are to be addressed.

**May** - Final ratings on the Superintendent Evaluation will be determined in a closed meeting of the board with the Superintendent. As a part of the evaluation, a portion of this meeting may be conducted without the Superintendent to discuss the comment section of the document. Final ratings will be determined by a majority vote of the Board and will be based on discussion and the compiled results of the evaluation forms that have been submitted to the Board Secretary.

Page 7 of the document will be completed by marking the appropriate blank indicating the majority vote regarding the board's assessment of the Superintendent's performance. The recommendations section of this page should contain a statement regarding the status of the Superintendent's contract indicating whether it will be renewed and if renewed, for how long, i.e., one year, two years, or any other special considerations that the board may wish to exercise. Page 8 of the document allows for individual comments by board members with an opportunity for the Superintendent to respond. These pages will become a part of the overall evaluation of the Superintendent and will be a part of the official document.

The Superintendent will utilize the contents of his/her reports to the board along with any other documentation regarding his/her performance which may be helpful to the Board in the evaluation process. Input that the **Superintendent** has received from the staff during the course of the evaluation period may also be used.

**May** - Contract for the Superintendent will be finalized including salary along with any other special considerations approved by the board. The written contract as approved is to be signed by the Board President and the Superintendent.