



Colorado Association of School Boards

SUPERINTENDENT EVALUATION

The responsibility to evaluate the superintendent's performance rests exclusively with the board. C.R.S. § 22-9-106(4)(b). The evaluation process is often laid out in the superintendent's contract and/or board policy and regulation and should be established well before the board sits down to formally evaluate the superintendent. It is important to approach an evaluation as an ongoing process, not a single event.

Does our process for evaluating the superintendent include opportunities for discussion with the superintendent around the instrument used as well as the attainment of the superintendent's goals?

A good place to begin the conversation is to mutually agree upon a mission, purpose, and performance goals that will be discussed and monitored during the year. The board and superintendent should determine the best way to monitor progress on an ongoing basis.

Eventually, the board will prepare a written evaluation that will:

- Identify the superintendent's performance strengths and weaknesses
- Set forth recommendations and plans for improvement, including recommendations for additional education and training
- Identify sources of data upon which the evaluation document is based

The superintendent's evaluation report is public information, as it relates to the performance of the superintendent in fulfilling adopted school district objectives, fiscal management of the district, district planning responsibilities, and supervision and evaluation of district personnel. C.R.S. § 22-9-109(1)(a). This means that most, if not all, of the superintendent's summative evaluation report must be disclosed to the media and/or members of the public upon request. Boards should confer with legal counsel before releasing the superintendent's evaluation pursuant to an open records request.