

Evaluation of Superintendent

The Pojoaque Valley School Board shall, at minimum, annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district toward established goals. The Board and Superintendent shall establish an appropriate schedule for the annual evaluation process. The Board may make additional informal evaluations in connection with an approved growth plan.

Evaluation criteria shall be based on district goals and success indicators and New Mexico Administrative Competencies. Evaluation criteria shall be agreed upon by the Board at the beginning of the year in consultation with the Superintendent and prior to the evaluation. The evaluation shall document areas of strength, make recommendations for improving effectiveness, identify opportunities for professional development and serve as a basis for the board to make decisions regarding overall performance, and contract negotiations and renewal.

The Board shall annually consider which evaluation method(s) will best serve the district and agree on the specific evaluation instrument to be used. The evaluation instrument will be shared with the Superintendent at the beginning of the contract year. Prior to the evaluation, the Superintendent shall be responsible for preparing and distributing to the Board for its review a report of progress toward district goals. The Superintendent's self-evaluation of performance on Administrative Competencies, the Superintendent's self-evaluation of accomplishments and job performance, and a review of actions taken to address Board recommendations or directives from the previous evaluation. After the completion of the evaluation, the Board shall also review the Superintendent's current contract.

Each Board member shall independently complete the evaluation instrument providing specific information on the Superintendent's performance. The Board shall appoint a member who will be responsible for summarizing and combining the individual evaluation comments in order to create a consensus document. The appointed Board member will also determine how that consensus document will be formatted and provided to the Board for review. The evaluation shall be a composite of individual Board members' comments, but there shall be only one final evaluation representing the Board's collective judgment. This final evaluation shall be provided to the Superintendent for review. The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

Each member of the Board and Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The Superintendent shall place the evaluation in his/her personnel file.

Evaluation of the Superintendent shall occur in closed session in accordance with the Open Meetings Act NMSA 1978.