

**District Administrator Evaluation Policy**  
**Board of Education**  
**Wrightstown Community School District**

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One of the most important responsibilities of a Board of Education is to see that the District has effective leadership. This responsibility is first met by identifying and employing a District Administrator for the school district and secondly, by maintaining a close working relationship with the District Administrator for accomplishing the educational goals of the community.

A performance review of the District Administrator is to be conducted semi-annually based on the accomplishments of goals and performance responsibilities as outlined on the Superintendent Job Description. The Board and Superintendent shall meet in closed session semi-annually to review progress toward goals and performance responsibilities. A written evaluation will be completed at the conclusion of the closed session.

Every three years, the Board of Education will seek additional input on the Superintendent from district personnel, parents, and business and community leaders.

| <b>District Administrator Performance Evaluation Process and Timeline</b> |   |  |
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| <b>Month</b>  | <b>Board Activity</b>   | <b>Committee Activity / Tools / Documents</b>  |
| July  | <ul style="list-style-type: none"> <li>▪ Board approval and implementation of District Goals, which become part of the annual performance review</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Goals Committee development of goals in May and June</li> </ul>   |
| January   | <ul style="list-style-type: none"> <li>▪ Mid-year report of progress toward meeting District Goals in Open Session</li> <li>▪ Open dialog between Board and District Administrator regarding progress toward goals and performance responsibilities in Executive Session</li> </ul> | <ul style="list-style-type: none"> <li>▪ Format sent out to Board prior to board meeting</li> <li>▪ Written document created collaboratively during Executive Session on Job Description and Performance Responsibilities</li> <li>▪ Every third year: 360° review data shared with Board</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ June</li> </ul>                  | <ul style="list-style-type: none"> <li>▪ End-of-Year report of progress toward meeting District Goals in Open Session</li> <li>▪ Open dialog between Board and District Administrator regarding progress toward goals</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Written document created collaboratively on progress toward goal attainment and attached to Performance Review</li> </ul>   |

Adopted: 8/20/2008  
Reviewed: 12/15/2010  
Revised: 3/16/2016