



NMSBA School Board Superintendent Evaluation Training Module

A Key Work of School Boards Initiative

Sponsored by the New Mexico School Boards Association

Background

New Mexico school boards face one of the most important decisions they will make when determine the processes they will use to evaluate the superintendent's performance. Since the superintendent is the only employee the board evaluates directly this process can appear very challenging particularly if the process is not codified in board policy. A well designed superintendent evaluation process based on careful and thoughtful planning on the part of the board can result in a positive and long-term board/superintendent relationship.

The NMSBA offers a one-hour training module for interested school boards to help member boards clearly understand the major issues related to conducting a well-run superintendent evaluation process and to help them make their own decisions about the exact design of the process. The training module is predicated on the following assumptions:

- Evaluating your superintendent is one of the more important tasks a board can undertake.
- An effective superintendent evaluation process has a set of critical policy components which make it effective.
- The school board can create an effective superintendent evaluation process by being aware of these key components and adopting them as policy.
- The board has a range of options related to evaluation and should make decisions about those options based on best practices
- A superintendent evaluation process to be effective should be created jointly by the board and superintendent.
- A superintendent evaluation policy and process should address both formative and summative feedback.
- Evaluating your superintendent should be both attribute and goal driven.
- A well designed and implemented superintendent evaluation process can increase the probability of a longer and more effective tenure for the new superintendent.

The NMSBA Superintendent Evaluation Process Training Module

The training module is offered to NMSBA members at no cost and provides an interactive review of the follow components of school board superintendent evaluation processes. The module which is delivered live via Skype or GoToMeeting introduces the board to the key components of a good superintendent evaluation process. These elements include:

- The role of policy in superintendent evaluation.
- How the board creates good policy related to superintendent evaluation.
- How the board identifies the attributes important in assessing the superintendent's performance.
- How the board works collaboratively with the superintendent to set goals for which the superintendent will be held accountable.
- How the board can provide regular formative feedback as an important component of the process.
- How the board provides the superintendent summative feedback which effectively documents the superintendent evaluation process.

Scheduling the Training Module

The NMSBA Superintendent Evaluation Training Module may be requested by calling or emailing Dr. Hugh Prather (505) 321-1467 or hugh.h.prather@gmail.com. He will schedule a mutually convenient time to deliver the module and work with your district's technical staff to test the Skype or GoToMeeting setup well in advance of the session.

Additional Support

The training module is made available on a no cost basis to all NMSBA member districts. If additional technical support for the superintendent evaluation process is needed, this support can be individually negotiated through the NMSBA Executive Director, Mr. Joe Guillen. He has a range of support resources available to assist districts in the superintendent evaluation process.