

EVALUATION OF SUPERINTENDENT

I. EVALUATION SCHEDULE

The King George County School board shall evaluate the Superintendent on a twice annual basis: a Formative Assessment shall be completed by 30 June of each year, and a Summative Assessment shall be completed by 31 December each year.

II. FORMATIVE ASSESSMENT

The Formative Assessment shall be completed by each School Board member and delivered to the Superintendent during Closed Session.

III. SUMMATIVE ASSESSMENT

The Summative Assessment of the Superintendent's annual performance is based upon evaluation of the 8 Performance Standards identified in Virginia Board of Education: Guidelines for the Uniform Performance Standards and Evaluation Criteria for Superintendents. The 8 Performance Standards are as follows:

- Performance Standard 1 – Strategic Leadership
- Performance Standard 2 – Planning & Assessment
- Performance Standard 3 – Instructional Leadership
- Performance Standard 4 – Organizational Leadership & Resource Management
- Performance Standard 5 – Communication & Community Relations
- Performance Standard 6 – Culturally Responsive & Equitable Division Leadership
- Performance Standard 7 – Professionalism
- Performance Standard 8 – Division-wide Student Academic Progress

The Summative Assessment shall be comprised of the following components:

- Superintendent Self-Evaluation
- Leadership & Staff 360 Survey
- School Board Survey
- Division Annual Standards of Learning Results

The Superintendent Evaluation Rubric is comprised of the following components, which are weighted accordingly:

- Performance Objectives (40%)
- School Board Survey (60%)
- Leadership & Staff 360 Survey (not part of overall rating)
- Superintendent Self-Evaluation (not part of overall rating)

Performance Objectives (40%)

Rating Scale:

- 4 – Exemplary (exceeded goal)
- 3 – Proficient (met goal)
- 2 – Developing / needs improvement (did not meet goal)
- 1 – Unacceptable (below goal)

1. All King George County Schools are Fully Accredited [KGCS 2022-2027 Strategic Plan: Goal 2 – Quality Instruction and Innovation, Objective C]
 - a. Exemplary: All 5 schools are fully accredited, all School Quality Indicators are at Level One (Green)
 - b. Proficient: All 5 schools are fully accredited, some School Quality Indicators are at Level Two (yellow)
 - c. Developing / Needs Improvement: One or more school is Accredited with Conditions
 - d. Unacceptable: One or more school has Accreditation Denied

2. KGCS students (including all reporting subgroups) will demonstrate on approved SOL assessments an English performance (reading & writing) of at least 85%; math performance of at least 80%; and science performance of at least 75%. [KGCS 2022-2027 Strategic Plan; Goal 2 – Quality Instruction and Innovation, Objective C]
 - a. Exemplary:
 - i. English Performance (reading & writing) $\geq 90\%$
 - ii. Math Performance $\geq 85\%$
 - iii. Science Performance $\geq 80\%$
 - b. Proficient:
 - i. English Performance (reading & writing) $\geq 85\%$
 - ii. Math Performance $\geq 80\%$
 - iii. Science Performance $\geq 75\%$
 - c. Developing / Needs Improvement:
 - i. English Performance (reading & writing) $\geq 80\%$
 - ii. Math Performance $\geq 75\%$
 - iii. Science Performance $\geq 70\%$
 - d. Unacceptable:
 - i. English Performance (reading & writing) $\leq 80\%$
 - ii. Math Performance $\leq 75\%$
 - iii. Science Performance $\leq 70\%$

3. KGCS will decrease the number of unfilled vacancies by 20% from the preceding year and decrease the number of uncertified teachers by 10% over the preceding year. [KGCS 2022-2027 Strategic Plan; Goal 1 – Employee Investment and Development, Objective A]
 - a. Exemplary:
 - i. KGCS decreased the number of unfilled vacancies $\geq 25\%$ from the preceding year.
 - ii. KGCS decreased the number of uncertified teachers by $\geq 15\%$ over the preceding year.
 - b. Proficient:
 - i. KGCS decreased the number of unfilled vacancies $\geq 20\%$ from the preceding year.
 - ii. KGCS decreased the number of uncertified teachers by $\geq 10\%$ over the preceding year.
 - c. Developing / Needs Improvement:
 - i. KGCS decreased the number of unfilled vacancies $\geq 15\%$ from the preceding year.
 - ii. KGCS decreased the number of uncertified teachers by $\leq 10\%$ over the preceding year.
 - d. Unacceptable:
 - i. KGCS decreased the number of unfilled vacancies $\leq 15\%$ from the preceding year.
 - ii. KGCS decreased the number of uncertified teachers by $\leq 10\%$ over the preceding year.

School Board Survey (60%)

The survey tool used for the Leadership & Staff 360 Survey and the School Board Survey is the same, administered at different times in the evaluation process. The survey is based on performance standards 1 – 7 from Virginia Board of Education: Guidelines for the Uniform Performance Standards and Evaluation Criteria for Superintendents. Performance Standard 8 is evaluated through the review of annual SOL data. The Leadership & Staff 360 is administered to division staff at least 2 weeks prior to the end of the school year; results are compiled and provided to the Superintendent and the School Board by 30 June of each year. The survey is issued to all superintendent direct reports and all staff. Leadership survey respondents include:

- Communications Director
- Human Resources Director
- Division Finance Manager
- Supervisor of Instruction
- Director of Operations & Maintenance
- School Nutrition Director
- Director of Special Services

- Director of Student & Family Services
- Director of Technology
- Supervisor of Transportation
- KGHS Principal
- KGMS Principal
- KGES Principal
- PES Principal
- SES Principal
- KGCP Coordinator

The Superintendent's Self-Evaluation is also completed and provided to the School Board by 30 June of each year.

The Superintendent's Self-Evaluation and Leadership & Staff 360 Survey Results are to be reviewed by School Board members and taken into consideration as they each take the survey independently and anonymously.

The Final Summative Assessment is determined as follows and delivered to the Superintendent in Closed Session:

1. Performance Objectives (Ratings 1-4) – Average rating for the 3 goals = overall rating for this component
2. School Board Survey – average of all individual board member ratings = overall rating for School Board survey component
3. (Performance Objective Rating * 0.4) + (School Board Survey Rating * 0.6) = Overall Rating

IV. AREAS FOR IMPROVEMENT

Feedback from the Leadership & Staff 360 Survey, as well as the Superintendent Self-Evaluation, shall be used by the School Board to identify opportunities for personal and professional development, and shall be communicated to the Superintendent during Closed Session contemporaneously with the Final Summative Assessment rating.

V. EVALUATION TIMELINE

- a. Two weeks prior to the last day of school
 - i. Stakeholder survey issued to all staff members
- b. First meeting in July
 - i. Superintendent Self-Evaluation due to School Board
 - ii. Compiled stakeholder survey data provided to School Board
 - iii. Stakeholder Survey issued to School Board
- c. Second meeting in July
 - i. School Board members complete survey

- d. First meeting in August
 - i. Compiled School Board survey results provided to board & discussed in closed session
- e. First meeting in September*
 - i. SOL data provided to School Board members
- f. Second meeting in September*
 - i. School Board reviews SOL data, finalizes Superintendent Evaluation in Closed Session
- g. First meeting in October*
 - i. Evaluation provided to the Superintendent in closed session

**Dates may shift based upon availability of SOL data*

Revised: July 9, 2018, June 26, 2023, October 23, 2023