

# GENERAL SCHOOL ADMINISTRATION

## EVALUATION OF THE SUPERINTENDENT

File: CBG

It is the responsibility of the Charlottesville City School Board to maintain and improve the quality of administration and instruction. One of the primary methods in carrying out this responsibility is to work with the Superintendent in improving his or her effectiveness.

Annually, the Superintendent will provide to the Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the Superintendent annually. The School Board shall develop the instrument to evaluate the Superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the Superintendent. Informal evaluations may take place as the School Board deems appropriate, provided that the purpose for such appraisals be communicated to the Superintendent.

Each Board member will be involved in assessing the Superintendent's job performance on a continuing basis and by completing the formal evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the Superintendent by the Board or its designees.

Adopted: April 3, 1999  
Revised: October 21, 1999  
Revised: May 4, 2006  
Revised: December 20, 2007  
Revised: June 16, 2011

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-60.1

Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents (Attached to Superintendent's Memo No. 100, May 19, 2000).

([http://www.doe.virginia.gov/teaching/regulations/uniform\\_performance\\_stds.pdf](http://www.doe.virginia.gov/teaching/regulations/uniform_performance_stds.pdf)).

Cross Reference: CBA Qualifications and Duties for the Superintendent

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