

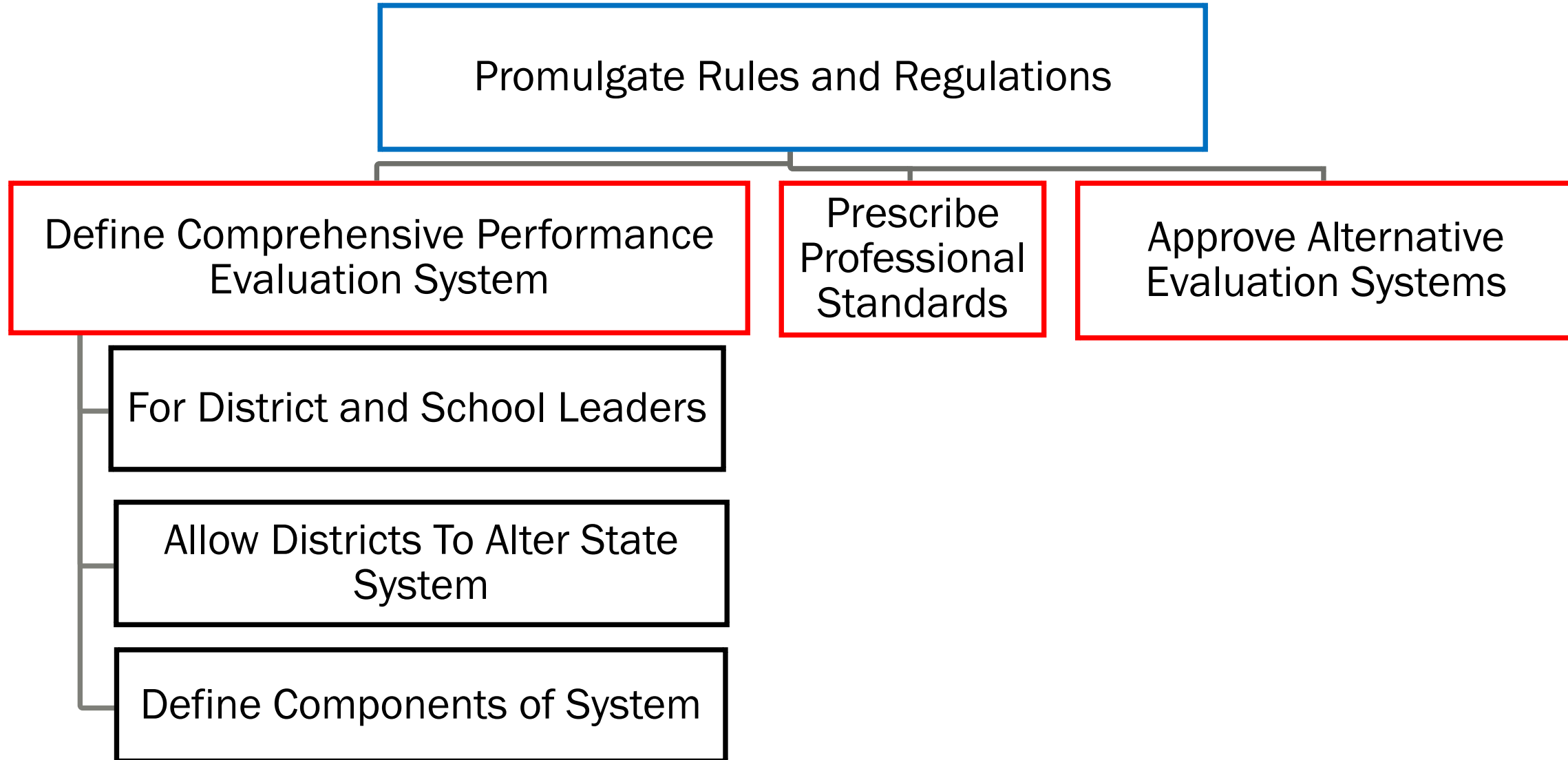


# SUPERINTENDENT EVALUATION SYSTEM

Decisions for School Boards

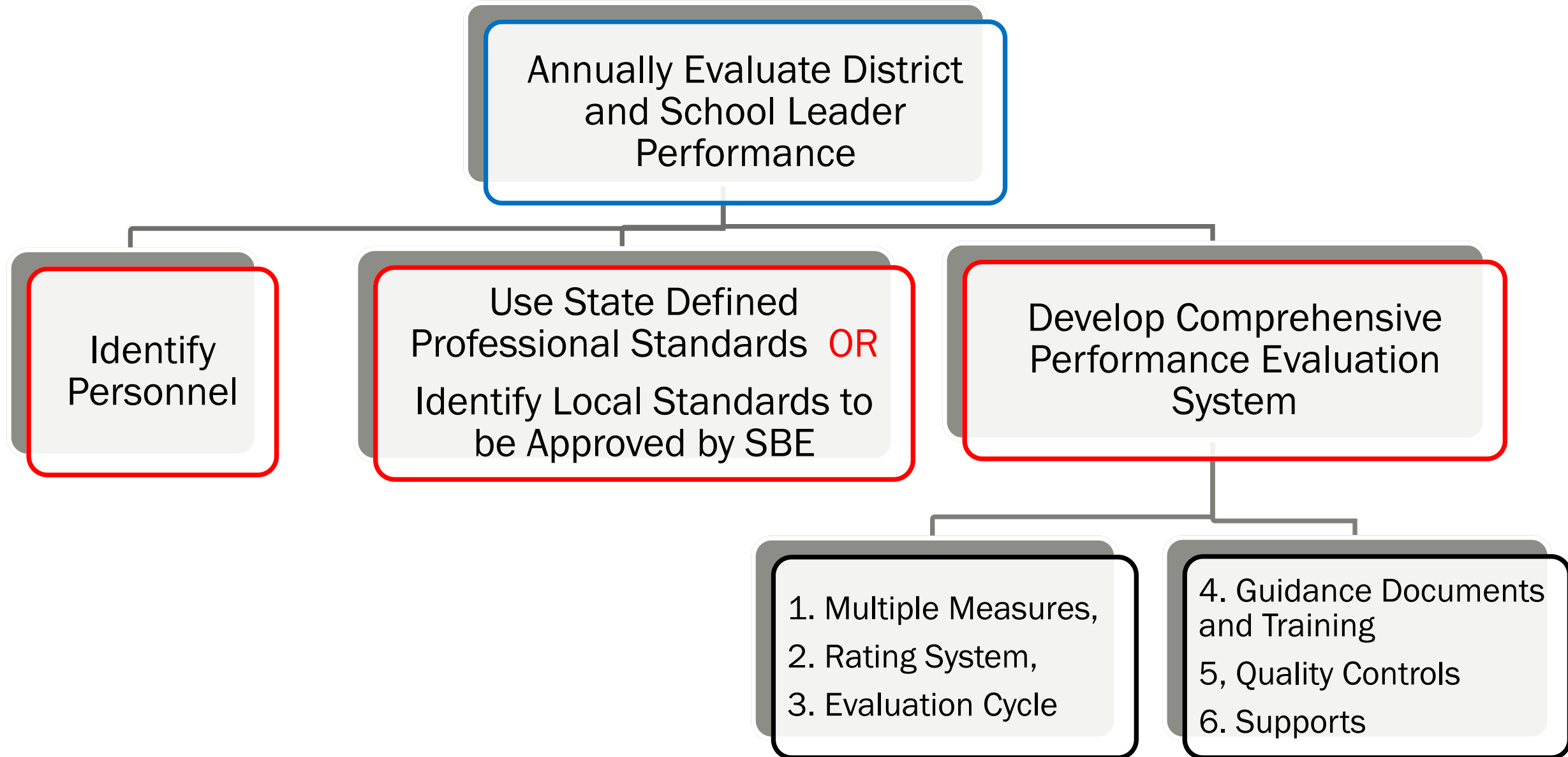


# Duties of the State Board of Education W.S. 21-2-304 (b) (xv) and (xvi)



# Duties of Boards of Trustees

W.S. 21- 3 -110 (a) (xxx) and (b)



	State Defined	Locally Defined
Standards	<ul style="list-style-type: none"> <li>• Use state Standard 1</li> <li>• Use at least 5 of the remaining 6 standards and majority of the associated elements.</li> </ul>	<ul style="list-style-type: none"> <li>• Use state Standard 1</li> <li>• Use additional locally defined standards and elements</li> </ul>
System Components	<ul style="list-style-type: none"> <li>• Multiple measures</li> <li>• Rating system</li> <li>• Evaluation cycle/continuous improvement process</li> <li>• Guidance documents and training</li> <li>• Quality controls</li> <li>• Supports</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple measures</li> <li>• Rating system</li> <li>• Evaluation cycle/continuous improvement process</li> <li>• Guidance documents and training</li> <li>• Quality controls</li> <li>• Supports</li> </ul>
Assurances	Yes - annually	Yes - annually
SBE Approval	No	Yes
Submission	<ul style="list-style-type: none"> <li>• On or before Feb. 1, 2019 notify WDE/SBE using state defined standards</li> </ul>	<ul style="list-style-type: none"> <li>• On or before Feb. 1, 2019 notify WDE/SBE; identify local standards and elements; describe alignment with state standards; assurance that more information will be submitted;</li> <li>• On or before June 1, 2019 submit a) purpose and goals; b) evidence standards reflect best practice; c) evidence of system quality</li> </ul>

# Definitions

- **Wyoming Standards:** seven broad areas of professional practice that define the performance expectations of a district leader.
- **Wyoming Benchmarks:** specific tasks that describe the actions, methods, ideas, and beliefs related to the standard or area of practice.
- **Categories:** broad functional areas that define the district leader's duties and are aligned to the Wyoming Standards.
- **Responsibilities:** specific tasks that describe the actions, methods, ideas and beliefs related to the category and are aligned to the Wyoming Benchmarks.
- **Components:** six required sections of a system that when developed and implemented with fidelity constitute a comprehensive evaluation system
- **Elements** – the phases of the evaluation cycle that are completed each year to ensure continuous improvement

# Wyoming Defined Standards

<b>Standard 1</b>	<b>Maximizing the learning and growth of all students</b>	<b>(8 benchmarks)</b>
Standard 2	Instructional and assessment leadership	(6 benchmarks)
Standard 3	Developing and supporting a learning organization	(7 benchmarks)
Standard 4	Vision, mission, and culture	(4 benchmarks)
Standard 5	Efficient and effective management	(6 benchmarks)
Standard 6	Ethics and professionalism	(4 benchmarks)
Standard 7	Communication and community engagement	(5 benchmarks)

**\*Standard 1 must be included in any locally designed standards**

# First Things First

## Identify Personnel

- Superintendent
- Assistant Superintendent
- Other Central Office Personnel

## Identify Standards/Categories and Benchmarks/Responsibilities

- State Standards (and most of the benchmarks)
  - *7 total standards*
  - *Wyoming Standard 1 must be done annually*
  - *5 of the remaining 6 standards must be used*
- Locally Designed Standards (and benchmarks)
  - *Wyoming Standard 1 must be done annually*
  - *Your own standards*

# Decisions All Boards Need To Make

- A. Which standards and benchmarks will the system be aligned to and which district leader positions will be evaluated using those standards?
- B. What materials will be collected as multiple sources of evidence?
- C. What rating system will be used to describe performance and at which levels will it be used?
- D. What are the elements of the evaluation cycle as they pertain to evaluators and to those being evaluated?
- E. What documents are needed to guide the process for evaluators and those being evaluated?
- F. What specific quality control policies or procedures are needed to ensure the system is being implemented and is working?
- G. What supports will be made available for the continuous improvement of leaders?
- H. Which tool will be used - one recommended by WSBA, one from another district or group, or one created by the district?
- I. What revisions should be made to the chosen tool to make it more district specific?
- J. How will WDE/SBE be informed about the system?



# Three Sample Tools – All Aligned to State Standards

1. WSBA Superintendent Evaluation
2. WSBA Leadership Governance Superintendent Evaluation
3. WSBA Wyoming Standards Superintendent Evaluation

# Opening Page

- Purpose of Evaluation
- Desired Outcomes:
- Instructions and timelines for completing the evaluation
- Rating Scale: Descriptions of performance levels for each category
- Expectation Check: Performance on the responsibilities is appropriate.

# Evaluation Summary Page

Achievements:

Areas of Strength:

Opportunities for Growth:

Performance Goal # 1: (Could have several performance goals)

- The superintendent will:
- Evidence needed to measure achievement and/or progress:

Board Comments

Superintendent Comments

Period of Evaluation: \_\_\_\_\_ to \_\_\_\_\_

Board Chairman Signature \_\_\_\_\_  
Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_  
Date \_\_\_\_\_

# Final Thoughts

- If you have a system that is working keep using it. Be sure it is aligned to the Wyoming standards and benchmarks and that all required components are present in your system. You may need to contact the WDE to ensure that the alignment to standards is sufficient.
- Choose one of the tools WSBA is recommending. Take time to tailor the tool to meet your local needs. Make sure to include all of the required components.
- Develop your own local system ensuring that all components are met and the standards you are aligning to are based on research of best practices.
- If you would like additional assistance, contact WSBA and we can lead you through the process.