

Littleton Public Schools Exhibit

Policy Code	CBI-E-1
Policy Name	Evaluation of the Superintendent

Format for Developing Performance Objectives

As part of the evaluation system for the Superintendent, an annual performance objective(s) will be written. The format of the performance objectives will be of such to answer the following questions:

1. Is it relevant?
 - Is the performance objective in line with the District strategic plan and mission?
 - Is this the time to implement this performance objective?
 - How useful is the performance objective?
 - The community, School District, and its employees.
 - Adding value to the District and its mission.
 - Ease of evaluating its achievement.
 - Is there high likelihood that the community and staff would agree that this is an important and needed performance objective?
2. Is it specific?
 - Does it convey the same meaning to anyone who reads it?
 - Does it provide sufficient detail about the desired results?
 - Does it include a reference to the process improvement, a direction of the improvement, and reference the quality desired?
3. Is it measurable?
 - Do the metrics specify the quantity or quality of the desired results?
 - Is there a need for data?
 - Are there benchmarks that will indicate how the performance objective is progressing?
 - Will the Board of Education and Superintendent be able to tell when the performance objective has been achieved?
4. Is it attainable?
 - Is the performance objective both stretching and empowering?
 - Can the performance objective be achieved in part or whole by the end of the evaluation period? Is this specified?
 - Are the necessary resources provided as to predict likely success of the performance objective?
5. Is it time bound?
 - Is the time frame within which the performance objective will be accomplished stated clearly in terms of specific months or actual target dates?
 - Is the time deadline realistic enough to be attainable, yet, will it exert comfortable motivation upon the Superintendent and District to develop?
 - Is the time frame within a 12-month range? If not, why and what is the reasonable range?