

School ADvance Consensus Rating Process Instructions

1. Schedule a board/superintendent work session for the purpose of conducting evidence based ratings of the characteristics to be included in the current year evaluation. Rate only the characteristics pre-identified to include in the evaluation of the superintendent for this cycle.
2. In the work session have the superintendent present a summary of the evidence for each characteristic with links to the superintendent's annual goals.
3. After the superintendent presents a summary of accomplishments for each characteristic, have each board member rate that characteristic based on the evidence presented. Use the rating worksheet for each board member to mark a tentative rating.
4. Go around the table and take a read on each board member's tentative rating for the characteristic just summarized by the superintendent. Determine where the ratings are the same and different.
5. If the board ratings are the same, ask the superintendent to compare the board ratings to the self-rating of the superintendent. If different, ask board members to state what they saw or heard in the evidence to influence their rating. Then, ask the superintendent to address anything in the evidence that board members did not mention.
6. If the board the ratings are different from each other, ask board members to state what they saw or heard in the evidence that made them rate the characteristic as they did. Provide opportunity for the superintendent to clarify the evidence where there is a difference of opinion regarding what board members saw/heard in the evidence.
7. Continue dialogue between board members and the superintendent until the board comes to a consensus on a rating for that characteristic. If consensus cannot be reached, use the rating that has the highest level of agreement (example: 4 board members rated Effective, 2 rated highly effective, and 1 rated minimally effective – the final rating of that characteristic would be Effective) or take an average (Highly Effective=4; Effective=3; Minimally Effective=2; Ineffective=1. In the above example, the average rating would be a 3 or Effective).
8. Complete the process for all characteristics to be included in the current year evaluation and develop the overall rating for Domains 2-5 as per the example in the Power Point for the Part 2 training workshop.