



Executive Director Evaluation

PURPOSE AND OBJECTIVE

The Executive Director is responsible for ensuring that students are achieving at the highest levels. Recruiting and retaining exceptional school leaders is a means by which our School ensures exceptional achievement. It is the Executive Director's responsibility to champion its leader, build and nurture trust, encourage and reward candor, and address challenges proactively and in partnership with the staff. The evaluation process allows the Board to engage formally with its Executive Director about performance strengths and challenges and to discuss professional development opportunities.

OBJECTIVES FOR A SCHOOL LEADER EVALUATION

- ✎ Foster explicit communications at regular intervals between the Board and the Executive Director regarding personal performance, progress against goals, and accountability,
- ✎ Develop clear performance measures and goals so the Executive Director's work is aligned with and supports the school's strategic direction,
- ✎ Discuss the Executive Director's performance throughout the school year, allowing for opportunities to revise performance expectations, goals, and professional development plans,
- ✎ Create opportunities to discuss long-term leadership needs of the school throughout the year,
- ✎ Provide opportunities for professional development, where needed,
- ✎ Provide an opportunity via self-assessment for the Executive Director's to reflect on his/her performance,
- ✎ Evaluate the Executive Director's ability to perform the core competencies of the position and to complete pre-defined goals, recognizing successful completion of goals and addressing performance issues associated with incomplete goals,
 - Reward performance according to results achieved and behaviors demonstrated.
 - Address performance concerns and develop targeted professional development plans to improve performance.

Timeline

EXECUTIVE DIRECTOR EVALUATION TIMELINE	
Month	Tasks
August	<ul style="list-style-type: none"> ✓ Jointly establish Executive Director's goals aligned with Strategic Plan <ul style="list-style-type: none"> ○ <i>Included but limited to: Areas of Organizational, Financial, Academic, Outreach, Leadership, School Culture, Communication, Teamwork objectives</i> * ✓ Collectively establish Executive Director's goals for new year ✓ Collectively establish Executive Director's professional development/improvement plan (if required)
January	<ul style="list-style-type: none"> ✓ 6 month progress check in ✓ If necessary, jointly adjust goals
June	<ul style="list-style-type: none"> ✓ Executive Director completes self-assessment ✓ Board conducts 360 evaluation in accordance with Board procedure ✓ Executive Director and Board summarizes assessment results ✓ Jointly establish Executive Director's goals with Strategic Plan

* Objectives will be determined in accordance with the Board procedure and the Strategic Plan and be revisited on a biannual basis. The Board will follow the procedures to ensure ample feedback opportunities for evaluation metrics.

It is the understanding of the Board and the Executive Director that the Board would evaluate the Executive Director's performance based on progress being made toward the achievement of these expectations along with his/her overall performance relative to the usual responsibilities of the Executive Director.

EXECUTIVE DIRECTOR EVALUATION TEMPLATE

SUMMARY

Executive Director: _____

Date of Review: _____

GOAL SUMMARY		
GOAL	SMART GOAL (aligned with the Strategic Plan & Board Evaluation Procedure)*	LEVEL OF ACCOMPLISHMENT (E, M, I, NP)
#1	Organizational:	
#2	Financial:	
#3	Academic:	
#4	Outreach:	
#5	Leadership:	
#6	School Culture:	
#7	Communication:	
#8	Teamwork:	
LEVEL OF ACCOMPLISHMENT: E – Exceeded; M – Met; I- Incomplete; NP – No Progress		

An evaluation form shall be sent to the Director’s direct reports, staff members agreed to by the Personnel Committee and Director, and the PSO officers per the Board Procedure.

*Below is a draft of the Executive Directors 14/15 Goals that will be finalized at the Strategic Planning Sessions and will be completed by August/September 2015 as well as the Evaluation Procedure adopted by the PCCS Board on 5/27/14

GOAL EVALUATION

GOAL	SMART GOAL	LEVEL OF ACCOMPLISHMENT (E, M, I, NP)
#1		
Organizational	<i>Comments and specific examples to support rating:</i>	
#2		
Financial	<i>Comments and specific examples to support rating:</i>	
#3		
Academic	<i>Comments and specific examples to support rating:</i>	
#4		
Outreach	<i>Comments and specific examples to support rating:</i>	

#5	
Leadership	<i>Comments and specific examples to support rating:</i>
#6	
School Culture	<i>Comments and specific examples to support rating:</i>
#7	
Communication	<i>Comments and specific examples to support rating:</i>
#8	
Teamwork	<i>Comments and specific examples to support rating:</i>
Level of Accomplishment: E - Exceeded M - Met I – Incomplete/Missed Deadline NP - No Progress	

ATTACHMENT A

**Board Resolution & Procedure
Draft Executive Goals**

**Prairie Crossing Charter School
Director Performance Evaluation Procedure
Approved 5-27-2014**

The duties of the Personnel Committee (as a sub-committee of the board) will be to help coordinate a review and performance evaluation process for the Executive Director. As part of this process, the committee will ensure that the Executive Director completes a self-evaluation of his performance. The Personnel Committee will also create and then update an annual performance review form (via electronic survey) for the Executive Director and send it, along with the Executive Director's self-evaluation, to the full Board. The evaluation form shall be sent to the Executive Director's direct reports, staff members agreed to by the committee, and the PSO officers. Input and feedback will be solicited from them (electronically). This process should be initiated 1-2 months prior to the June board meeting to coincide with the end of the fiscal year. The Board of Directors will meet to compile the results of this survey and to draft an Executive Summary, including the detailed findings/results. Ideally, this packet will be provided to all board members at least one week prior to the June board meeting, but no later than the release of the board packet on the Friday preceding the board meeting. The Executive Summary will include a summary of the Executive Director's strengths and weaknesses, ratings by category as detailed in the Competency Summary and the respondent group (i.e. teachers, direct reports, Board of Directors, etc.) as well as an overall rating. At the June board meeting, the performance evaluation review will be conducted with the Executive Director during closed session. There will be an opportunity for conversation between the Executive Director and the Board, and questions may be asked to request clarification on items of interest and/or concern. The Executive Director will then be excused from closed session and Board members will remain in closed session to discuss the evaluation.

Another duty of the Personnel Committee will be to provide timely feedback to the Executive Director during interim performance evaluations and to keep the full Board apprised of the Executive Director's status towards achievement of goals and action steps, as well as any changes, issues or concerns. To this end, the following process will be followed.

The Board in the following manner will conduct the performance evaluation of the Executive Director:

- Aug/Sept – Initial Goal Setting (mutually agreed by Exec Dir. and Board)
- January – Progress Check-in and update of performance (adjusting any goals as necessary),
- June – Final Cumulative Evaluation

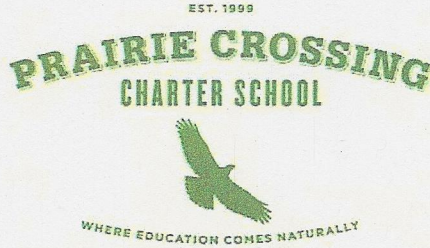
Prior to each interim performance evaluation, the Executive Director will update/annotate the review document containing his or her goals for the year and actions steps towards the achievement of those goals.

At the interim performance evaluation, the evaluation will occur in closed session. The Executive Director will provide copies of the annotated review document and walk the Board through it, being mindful to address not only accomplishments, but also any areas of concern and problems encountered. In addition, the Director will be encouraged to highlight any item in the Director's Job Description that may be of concern.

In June, at the time of the Director's annual performance evaluation, the Director will present a final annotation of his goals/action steps.

The evaluation form will include a series of questions including but not limited the following categories:

SAMPLE COMPETENCY SUMMARY	
Competency	Frequency of Demonstrating Behavior (5, 4, 3, 2, 1)
Organizational	
Financial	
Academic	
Outreach	
Leadership	
School Culture	
Communication	
Teamwork	
Frequency: 5 - Always 4 - Consistently 3 - Usually 2 - Occasionally 1 - Rarely	



BOARD OF DIRECTORS OF PRAIRIE CROSSING CHARTER SCHOOL
RESOLUTION REGARDING CREATION OF THE PERSONNEL SUBCOMMITTEE
FOR EVALUATION PROCESS OF THE EXECUTIVE DIRECTOR

WHEREAS, the Board of Directors of Prairie Crossing Charter School recognizes the need for a Personnel Subcommittee of the Board for the annual review process of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Prairie Crossing Charter School, Lake County, Illinois, as follows:

1. The Personnel Committee shall be created as an ad-hoc sub-committee of the Board of Directors.
2. The President shall appoint the committee members. It shall be responsible for the review and performance evaluation process for the Executive Director per the *Executive Director Performance Evaluation Procedure*.

ADOPTED this 27th Day of May, 2014, by a roll call vote as follows:

YES: Achtemeier, Conlan, Daw, Jamison, Kotzameis, Ross, Thomas, Thorson

NO: _____

ABSENT: Barhorst

Signed: Dean E. Thorson 5/27/2014

Dean E. Thorson

President, Board of Directors

Attest: Sean Daw

SEAN DAW

Secretary, Board of Directors