

North Lakes Academy

Policy #: 602

Policy Name: Director Evaluation Process

Adopted: December 14, 2010

Revised: December 10, 2013

Reviewed:

I. Purpose

A. The purpose for this process is to provide a structured format for evaluating the performance of the Executive Director on an annual basis. The intention is that this evaluation process will serve as a means to initiate and sustain dialogue between the Board of Directors, the Executive Director, and staff reporting to the Executive Director. This process will provide performance feedback, clarify expectations, and be used as a tool for planning and professional development as well as development of any aspects of North Lakes Academy (NLA) programs. It is intended for the mutual benefit of the Executive Director, the Board of Directors, and the faculty, staff, students, and parents.

B. The Director evaluation process encompasses all aspects of the Executive Director's overall performance in executing the job responsibilities, as defined in the Executive Director's job description. This procedure defines the roles and responsibilities of the members of the NLA School Board, the Executive Director, staff reporting to the Executive Director, and the Director Evaluation Committee (DEC) members in carrying out the Director evaluation process.

II. General Statement of Policy

A. The Executive Director will be evaluated on an annual basis by the NLA School Board. The Director Evaluation Committee (DEC) will collect the data that will be presented to the NLA School Board by the DEC Chairperson as directed by the schedule below. The Director evaluation process will serve as a useful means to consider the overall performance and accomplishments of the Executive Director since the date of hire (for the first year), or since the last evaluation. The Director evaluation process will be conducted annually. The evaluation process will provide several desired outcomes, which include:

1. To provide recognition for accomplishments.
2. To give feedback on how the Executive Director is performing overall.
3. To develop a better understanding between the Executive Director and the DEC, and indirectly the NLA School Board, about what should be done to improve

performance in carrying out the job responsibilities, as defined in the Executive Director's job description.

4. To provide the opportunity for formal goal setting that will serve the specific interests of the Board, for the continuation of NLA's growth.
5. To provide for the opportunity for the Executive Director to set personal and professional goals.
6. To provide a record to aid the School Board in any future considerations of alternate position selections, placements, or advancements for the Executive Director.
7. To provide for the opportunity to review the Executive Director's job description and goals, and to make any necessary changes to make it more clearly aligned with the needs and expectations of the school and the school board.
8. To ensure open communication between the Executive Director and employees reporting directly to him/her.

B. The Board Chair is responsible for ensuring that the evaluation process is performed as defined within this policy. The final approved Director evaluation will be compiled by the DEC, taking into consideration all parts of the review process (see below). The Executive Director may review all feedback submitted by the DEC and to the Board.

III. Parts to the Review Process

- A. Performance review forms completed by all DEC members.
- B. Executive Director self-evaluation form.
- C. Summary of direct report feedback via staff and parent surveys (compiled by DEC).
- D. Executive Director and school goal updates created cooperatively by the DEC Chairperson, the Director Evaluation Committee, and the Executive Director.
- E. Proposed Executive Director's goals in the form of a Professional Development Plan.

IV. Director Evaluation Committee

A. Only School Board members will be eligible to serve on the Director Evaluation Committee. The DEC will be chaired by a parent Board member to be appointed by the School Board Chairperson. The Executive Director must also be present for all meetings of the Director Evaluation Committee. The committee will consist of at least the following:

1. One (1) Parent Board member (Chairperson)
2. One (1) Upper School teacher Board member
3. One (1) Middle School teacher Board member
4. One (1) additional Board member

B. Members of the Director Evaluation Committee will be appointed by the NLA School Board Chairperson following the Board elections each year.

V. Procedure

A. The following timeline details the Director evaluation process, delineating the actions to be performed by each member of the evaluation team.

Date	Objective	Persons Involved	How/When Reported to Board
8/15	Quarterly meeting to establish goals for the new evaluation year	Director Evaluation Committee & Executive Director	Executive Director's School Board report in September
11/15	Quarterly check-in with Director Evaluation Committee to monitor and adjust goals	Director Evaluation Committee & Executive Director	Executive Director's School Board report in December
2/15	Quarterly check-in with Director Evaluation Committee to discuss performance on goals	Director Evaluation Committee & Executive Director	Executive Director's School Board report in March
3/15	Proffer Recommendation given to the Board	Director Evaluation Committee	Discussed at March Board meeting
5/15	Quarterly meeting to discuss final review and establish preliminary goals for next year	Director Evaluation Committee & Executive Director	Executive Director's School Board report in June

B. At the request of the Executive Director or the Chairperson of the Director Evaluation Committee, additional meetings to discuss goals or other pertinent issues may be held.

VI. References

None