North Lakes Academy

Policy #: 602
Policy Name: Director Evaluation Process Policy

Adopted: December 14, 2010
Reviewed:

I. Purpose

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

II. Scope

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

III. Overview

The Director will be evaluated on an annual basis by the NLA School Board. The DEC will collect the data that will be presented to the NLA School Board by DEC board member(s) 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 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:

A. To provide recognition for accomplishments.

B. To give feedback on how the Director is performing overall.

C. To develop a better understanding between the 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 Director job description.

D. To provide the opportunity for formal goal setting that will serve the specific interests of the Board, for the continuation of NLA's growth.

E. To provide for the opportunity for the Director to set personal and professional goals.

F. To provide a record to aid the School Board in any future considerations of alternate position selections, placements, or advancements for the Director.

G. To provide for the opportunity to review the Director 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.

H. To ensure open communication between the Director and direct reporting employees.

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 Director may review all feedback submitted by the DEC and to the Board.

IV. Parts to the Review Process

A. Performance review forms completed by all DEC members

B. Director self-evaluation form

C. Summary of direct report feedback (compiled by the DEC)

D. Director and school goal updates

E. Proposed Director's goals (professional development plan)

V. Director Evaluation Committee

The Director Evaluation Committee will consist of the NLA School Board Chair and 5 members who will be appointed by the NLA School Board Chair following the school board elections each year. Each member will serve for a minimum of 2 years. No more than 3 members may exit the committee at the same time. The committee will consist of at least the following:

- 1 Upper School Teacher
- 1 Middle School Teacher
- 1 NLA School Board member
- 1 Parent/Community member

VI. Procedure

The following timeline details the Director evaluation process, delineating the actions to be performed by each member of the evaluation team (DEC, Director(s), and NLA School Board). (see attached)

Date	*Objective*	*Persons Involved*	*How Reported to Board*
7/1	Initial Goal Planning Meeting for upcoming school year	Director's Evaluation Committee	YES (discussed at July mtg)
7/15	Initial Goal Setting Meeting for upcoming school year	Director's Evaluation Committee & Director(s)	YES (Directors' report to Board)
8/15	New Goals in place/Beginning of New Evaluation Year	Director's Evaluation Committee & Director(s)	YES (approved at August mtg)
Sept Oct Nov	Monthly Check-ins with Committee	Director's Evaluation Committee & Director(s)	YES (Directors' report to Board)
12/1	Mid-Year Review	Director's Evaluation Committee & Director(s)	YES (discussed at December mtg)
Jan Feb Mar Apr	Monthly Check-ins with Committee	Director's Evaluation Committee & Director(s)	YES (Directors' report to Board)
5/15	End of School Year Review	Director's Evaluation Committee & Director(s)	YES (discussed at June mtg)
June July	Monthly Check-ins with Committee	Director's Evaluation Committee & Director(s)	YES (Directors' report to Board)
8/1	Final Review	Director's Evaluation Committee & Director(s)	YES (approved at August mtg)