

Metro Schools Executive Director Annual Performance Evaluation Policy and Timeline

Policy Number:

Approved:

Purpose: One of the roles of Metro's Board is to evaluate the performance of the school's Executive Director on an on-going basis. The purpose of this document is to outline a process for appraising the Executive Director's performance and describe the objective criteria used in the Executive Director Performance Evaluation.

It is the desire of the Board to utilize a process that provides meaningful information not only to the Board, but also to the Executive Director for his or her development and performance. Since many on the Board do not work directly with the Executive Director on a daily basis, a variety of feedback and other sources of information must be considered regarding the Executive Director's performance, including his or her self-evaluation. Transparency is critical to all parties, and as such, the following sections are intended to help provide objectivity in the review process.

Components: The Performance Evaluation includes the following components. All components are documented on the Executive Director Performance Evaluation Form (the Form), which contains further details. The components include:

1. **Performance Ratings on Job Description Areas:** Each Board member completes the evaluation form and forwards to a designated member of the Board who then compiles results from the Board as a whole. The Board will use Direct Reports survey results and the Executive Director's self-evaluation to help them complete their individual and/or compiled ratings. The Form explains this process.
2. **Staff Survey:** Staff complete a survey related to the Executive Director's goals.
3. **Board Goals and Objectives:** The successful completion of the goals and objectives for the school, that were set forth by the Board in cooperation with the Executive Director will be considered in the performance evaluation of the Executive Director.
4. **Executive Director's Professional Development Goals:** The successful completion of the goals set by the Executive Director and approved by the Board, which are for the purpose of developing professionally and for the benefit of the school will be considered.
5. **Regular board feedback on the Executive Director's performance as related to academics, student behavior, communications, and the availability of educational resources to teachers.**

Procedure and Timeline:

1. The Executive Director will present a Professional Development plan to be approved by the December board meeting that includes his goals for that year.
2. The Board Chair appoints Non Staff Board Member(s) to an Executive Director Evaluation Committee ("the Committee") during a fall (Sept-Dec) board meeting, whose responsibility it is to implement the evaluation process laid out in this policy. No staff member is to be on this Committee.

3. An online survey will be used to collect the individual Board member's evaluation of the Executive Director. The survey will be available to the entire board to be completed by the March board meeting. The survey will include items from the Executive Director's goals and job description.
4. Staff will be surveyed with results collected and presented to the Board by the May board meeting.
5. The Executive Director will complete a self-evaluation and present to the Board by the May board meeting.
6. Board Chair and the Committee review a compiled draft of the performance appraisal for the Board's review, taking into consideration the feedback forms from the Board Members, the Executive Director's self-evaluation, and the staff survey by the June board meeting.
7. By the June board meeting, the Board conducts the final performance review and presents the Board's employment intentions for the upcoming school year to the Executive Director. If the at-will agreement is expiring, the Board will vote on the intent to renew the Executive Director's at will contract. This should be done after any feedback on the review is received from the Executive Director. If the contract is continuing, board will approve pay adjustment as deemed appropriate.
8. During regular board meetings, the Executive Director will present data and self-evaluative information to the Board as related to academics, student behavior, communications, and the availability of educational resources to teachers. This will be a regular agenda item and opportunity for the Board to provide the Executive Director with helpful feedback.