



## School Leader Evaluation Process Policy

Policy Number: 408

Date Adopted: 10/30/23

Date Reviewed:

**Purpose:** One of the roles of the Board of Skyline Math and Science Academy 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 THREE components. All components are documented on the Executive Director Performance Evaluation Form (the Form), which contains further details. The three 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. **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 for the previous year will be considered in the performance evaluation of the Executive Director. The progress towards the completion of goals and objectives for the school that were set forth in the current year will also be considered.

3. **Executive Director's Professional Development Goals:** The successful completion of the goals set by the Executive Director for the previous year, and approved by the Board, which are for the purpose of developing professionally and for the benefit of the school will be considered. The progress towards the completion of goals set by the Executive Director that were set forth in the current year will also be considered.