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## School Leader Evaluation Process Policy

**Purpose:** One of the roles of the Board of Midway Star 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 FOUR components. All components are documented on the Executive Director Performance Evaluation Form (the Form), which contains further details. The four components include:

1. **Performance Ratings on Qualifications for Persons Holding Administrative Roles:** Each Board member completes the evaluation form. 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. **Accomplishment of School's Goals:** The board evaluates the Executive Director's successful completion of and/or progress towards school contractual goals.
3. **Executive Director's Professional Development Goals:** After compiling the results, the board will share the feedback with the Executive Director. The Executive Director will use the feedback to develop professional development goals for board approval.
4. **Completion of Training:** Completing training must be a component of annual performance evaluations.