

## **Section C**

## **General School Administration**

### **CBI**

### **Evaluation of the Director**

The Board's primary purposes in evaluating the Director are to provide strong leadership and management for the school; to strengthen the working relationship and communication between the Board and Director; and to assist the Board in judging the effectiveness of the Director's performance.

#### **Guidelines**

1. As a regular and scheduled annual activity, the Board will evaluate the Director in executive session. The Board will create an evaluation form and standards in consultation with the Board's Personnel Committee.
2. The evaluation criteria and schedule will be made available to the Director in advance of the evaluation process and the Director will conduct a self-evaluation in advance of the Board's evaluation.
3. The Board shall prepare for the evaluation as follows:
  - a. Board members will submit individual written assessments to the Board Chair using the evaluation form and standards, with supporting comments relating to conduct and/or performance
  - b. The Chair will develop a summary evaluation from members' written opinions
  - c. Teaching staff and students will submit individual written assessments to the Board Chair using an evaluation form provided by the Board
  - d. The Chair will summarize teacher and student assessments and comments and report back to the Board and Director during the evaluation meeting
4. The Board will meet with the Director to review the evaluation assessments, including relevant issues that may not be specifically included on the evaluation form. The Director will be provided with a copy of the written evaluation summary.
5. The Director will be given the opportunity to provide feedback to the Board regarding the evaluation summary, job responsibilities and working relationship with the Board. Specific matters related to the terms of the Director's contract may be discussed at this meeting or a subsequent meeting.
6. Following the evaluation process, the Board Chair will provide the Director with a written summary of the key elements of the evaluation review.

7. Using the evaluation and the priorities established by the Board, the Director and the Board will establish mutually agreed upon and clearly understood performance goals for the ensuing year by the September board meeting. Progress towards these goals will be included as part of the next Board evaluation of the Director.

A formal evaluation of the Director, according to the Leadership Evaluation Professional Growth Plan (LEPG) will occur every three years.

Cross Reference: CB – School Director  
Region 8/Mid-Coast School of Technology LEPG Plan

First Reading: 4/29/98, 3/24/10, 1/25/17, 5/26/21

Adopted: 5/27/98, 4/28/10, 2/22/17, 6/23/21

Reviewed: 2/24/10

Revised: 1/9/17, 5/10/21