

DATA Director / CEO Annual Evaluation

From the Governing Board Bylaws:

C.03 Administrative Evaluations

An effective working relationship between the Board of Directors, the CEO and the Administrative Team is essential to the successful operation of the school. The development and maintenance of such relationship will be assisted by annual performance reviews... The Board shall annually evaluate the job performance of the CEO during a closed meeting of the Board. The Board may evaluate the CEO on the achievement of school goals, student learning, parent satisfaction, and the financial well-being of the school.

All members of the school's administration shall conduct themselves in an ethical manner as outlined in the New Mexico Code of Ethics for the Education Profession (6.60.9.8 NMAC).

DIGITAL ARTS AND TECHNOLOGY ACADEMY

Form for Governing Board Evaluation of the School's Director

School Year: _____

Confidential

I. Purpose of the Evaluation

The Director and the Governing Board recognize the need to review the Director's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Director in executive session. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the effectiveness of the Director in achieving the objectives of the school.
- B. Communicate those conclusions to the Director, providing counsel and direction.
- C. Enhance the working relationship between the Governing Board and the Director.
- D. Promote the professional development and growth of the Director.
- E. Guide decisions relative to continued employment and compensation.

II. Procedures

A. Time:

The annual evaluation shall be conducted late in the spring semester.

B. Methodology:

1. Evaluation forms shall be given to Board members prior to the meeting when discussions will take place.
2. Board members will complete the instrument as individuals.
3. The Governing Board shall meet as a whole to review and discuss individual input in Executive Session. The Board shall reach a consensus, and the Board president will complete the Evaluation Summary.
4. The Governing Board will then invite the Director into the Executive Session to discuss the Evaluation Summary and modify it, if necessary.
5. The Director and the Board president will sign the modified Evaluation Summary as an indication that the document has been reviewed. A copy will be placed in the Director's personnel file and a copy given to the Director.

(scroll down for form)

EVALUATION OF THE DIRECTOR

(Evaluation Instrument)

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board member is asked to rate the Director on the items cited in each of the categories on a scale ranging from **1** to **4**. The number **1** is the lowest possible score and indicates unacceptable performance. The number **4** indicates outstanding or highly commendable performance. A definition of each numerical rating is presented as follows:

4 - VERY COMPETENT

The Director exceeded expectations

3 - SATISFACTORY

The Director met expectations.

2 - NEEDS IMPROVEMENT

The Director needs to concentrate self-improvement efforts in this area.

1 - UNSATISFACTORY

The Director's performance in this category is unacceptable and requires immediate attention.

AREAS OF RESPONSIBILITY

A. EDUCATIONAL LEADERSHIP

___ 1. Understands and keeps informed regarding all aspects of the instructional program.

___ 2. Interprets and clarifies the purposes and needs of the school to Board members.

___ 3. Initiates and oversees a continuous evaluation of the progress and the needs of the school.

___ 4. Anticipates needs.

Comments:

B. RELATIONSHIP WITH THE GOVERNING BOARD

___ 5. Provides timely, adequate information and agenda planning.

___ 6. Demonstrates respect and courtesy for all staff and Board members.

___ 7. Executes Board policy in a positive and responsive manner.

- ___ 8. Demonstrates clear, concise and positive oral and written communication.
- ___ 9. Demonstrates persistence and monitors progress toward goal achievement.
- ___ 10. Is receptive to the exchange of ideas; listens to both sides of the issue.
- ___ 11. Creates a sense of trustworthiness in Board / Director relations.
- ___ 12. Elicits input from appropriate staff.

Comments:

C. PERSONNEL

- ___ 13. Recommends the best candidate for employment, utilizing equal opportunity standards.
- ___ 14. Makes effective use of the skills of the administrative staff.
- ___ 15. Supports staff while demanding their best efforts.
- ___ 16. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.

Comments:

D. BUSINESS AND FINANCIAL MANAGEMENT

- ___ 17. Plans budget information in terms of educational priorities.
- ___ 18. Oversees budget operations with the Board in a clear, effective manner.
- ___ 19. Evaluates needs and recommends adequate financing.
- ___ 20. Provides adequate data to support budgetary requests.
- ___ 21. Controls major expenditures of funds by committing them only after approval by the Governing Board.

Comments:

E. INDIVIDUAL CHARACTERISTICS

- ___ 22. Uses good judgment.

___ 23. Has emotional stability and poise.

___ 24. Demonstrates high standards of ethics.

___ 25. Works fairly with all groups.

___ 26. Maintains principles under pressure.

Comments:

G. JOB RELATED CHARACTERISTICS

___ 27. Speaks and writes effectively.

___ 28. Acts in a decisive manner.

___ 29. Demonstrates creativity.

___ 30. Utilizes effective, problem solving techniques.

___ 31. Maintains professional development by reading, attending conferences, and working with professional committees / organizations.

Comments:

H. Overall effectiveness summary statement:

I. Suggestions for change or Improvement: