

Executive Director (ED) Performance Evaluation Form

The Executive Director Evaluation covers both what the ED has achieved, as well as, how the ED operates.

The Executive Director Performance Review process:

Charter Commission in conjunction with the Executive Director:

- Establishes performance objectives based on the job description with consideration of immediate challenges and opportunities
- Regularly conducts review
- Performs a formal written performance review annually

MCSC selects an evaluation committee consisting of chair, vice chair and member

The evaluation committee in the formal review:

- Solicits input from all Commission members and other relevant stakeholders including self-evaluation by ED
- Considers input and drafts evaluation
- Sends draft to the executive director
- Makes any changes and submits evaluation to the full MCSC for discussion

MCSC votes to approve or modify the evaluation

The Executive Director (ED) Performance Review form consists of two parts:

1. The “what”: To what extent is the ED leading MCSC to accomplish what it should be accomplishing?
2. The “what next”: Moving forward, what are the implications of this review in terms of ED tenure, performance strengths and areas needing improvement?

TIMELINE

| Activity | Date | Notes |
|---|------|-------|
| ED drafts and submits self-evaluation, using attached form | | |
| Evaluation Committee solicits input from relevant stakeholders, via survey, confidential conversations, or other means | | |
| Evaluation Committee considers inputs and drafts evaluation | | |
| Evaluation Committee sends draft evaluation to ED | | |
| ED and Evaluation Committee meet to discuss evaluation | | |
| Evaluation Committee makes any changes and submits evaluation to full board <i>Commission</i> | | |
| Evaluation Committee discusses conclusions with board, which votes to approve (or, in rare cases, modify) and discusses any relevant next steps | | |

Evaluation

| | |
|-------------------------|--|
| Executive Director Name | |
| Review Period | |
| Date of Review | |
| Reviewed by | Self <input type="checkbox"/> Board <input type="checkbox"/> |

Use the following scale in completing the sections below:

Rating

- 4 Regularly exceeds expectations (**exemplary**)
- 3 Almost always meets expectations and sometimes exceeds them (**good**)
- 2 Sometimes meets expectations but needs improvement to fully satisfy them (**fair**)
- 1 Does not meet expectations, needs significant improvement (**unsatisfactory**)

GOALS AND OBJECTIVES

| Goals | Objectives | Rating |
|--|--|--------|
| <p><u>Policies and Procedures</u> Provide leadership and assistance to MCSC in developing and reviewing its authorizing obligations ensuring operational compliance</p> | <ul style="list-style-type: none"> 1. Keeps Commission informed of legal and policy issues 2. Provides Commission with legal and policy needs 3. Ensures that policies are updated as necessary | |
| <p><u>Comment</u></p> | | |
| <p><u>Finances</u> Ensure financial resources are properly budgeted and managed</p> | <ul style="list-style-type: none"> 1. Provides state officials and legislative bodies with information about the financial resources needed to operate the Commission successfully 2. Keeps Commission informed of its financial status and related issues 3. Regularly reviews the financial | |

| | | |
|---|--|--|
| | status of charter schools and communicates results to the Commission and to the schools 4. Serves as a resource to schools regarding questions involving school funding | |
| <u>Comment</u> | | |
| <u>Communication and Relationships</u> i.e., MCSC, Charter Schools, DOE, Legislature, News Media and other Stakeholders | <p>1. Provides clear, timely communication to all constituents as needed</p> <p>2. Is knowledgeable and resourceful</p> <p>3. Accurately represents the Commission's position</p> <p>4. Builds and cultivates positive relationships to articulate MCSC goals, purposes and programs</p> <p>5. Takes advantage of human resources available from DOE and other relevant sources</p> <p>6. Builds and cultivates positive relationships between the MCSC and authorized schools</p> | |
| <u>Comment</u> | | |
| <u>Personnel Management</u> Demonstrate responsible direct supervision of staff | <p>1. Delegates tasks and responsibilities effectively</p> <p>2. Selects and cultivates setting clear and attainable performance standards for staff</p> <p>3. Conducts annual performance reviews for all staff</p> | |

| | | |
|---------------------------------------|--|--|
| | <p>4. Provides clear and attainable assignments</p> <p>5. Involves staff in decision making and problem solving where appropriate</p> | |
| <u>Comment</u> | | |
| <u>Knowledge of the Field</u> | <p>1. Has command of the authorizing legislation</p> <p>2. Stays abreast of national charter school issues/trends</p> | |
| <u>Comment</u> | | |
| <u>Professional attributes</u> | <p>1. Is available and punctual</p> <p>2. Is a problem solver</p> <p>3. Helps to facilitate Commission discussions</p> <p>4. Is respectful of the opinions of others</p> <p>5. Enhances the Commission's ability to meet its goals</p> | |
| <u>Comment</u> | | |

SUMMARY OF PERFORMANCE

Overall rating (exemplary-4, good-3, fair-2, or unsatisfactory-1):

| |
|--|
| Summary of overall performance during the review period and next steps: |
|--|

