EVALUATION OF ADMINISTRATORS AND ADMINISTRATION

Procedures:

In April, the Board Chair shall communicate with the full LEARN Board of Directors, including the Executive Committee, to solicit input regarding the performance of the Executive Director.

The input should be guided by the Executive Director's job description and connected goals. Using the goal sheet, Board members can select the appropriate code and contribute comments. The Responsibilities column on the worksheet reflects the major subcategories of the job description. The current listing includes Administrative, Education Program, Business and Fiscal, Facilities, Relationships, Personnel, Records and Reports, and General.

The second column is for the Executive Director to specify goals, mutually determined with the Executive Committee off the Board. During the evaluation cycle, an evaluation code will be established for each of the responsibilities/goals. The evaluation codes include: O= Outstanding S= Satisfactory N= Needs Improvement N/A= does not apply NE= Not enough knowledge to evaluate.

At the April Executive Committee meeting of the Board, the Executive Director shall present his/her preliminary input regarding his/her performance connected to the responsibilities/goas.

At the May meeting, the Executive Director and Executive Committee shall share and discuss with the full board the Executive Director's performance relative to the job description, connected to the goals. An evaluation code will be established for each specific outcome by the committee and in accordance with the process defined in Board Policy #2400 Evaluation of Administrators and Administration. The evaluation codes include: O= Outstanding S= Satisfactory N= Needs Improvement N/A= does not apply NE= Not enough knowledge to evaluate.

Feedback through the process is used to determine subsequent projects, goals, outcomes and/or expectations related to the job responsibilities during the next evaluation cycle.

The Executive Committee of the Board will make a salary recommendation to the full Board for discussion in May and a final vote at the June Board meeting.

Procedures modified: January 10, 2019

LEARN

Executive Director Evaluation Worksheet

Responsibilities from Job Description	Goals (Determined between Executive Director and Executive Committee)	Evaluation code (circle)	Comments
Administrative/Leadership	GOAL ONE: 1.0 Educational Leadership: To engage in visionary leadership and cultivate high quality relationships that support the vision of the agency, to innovate, collaborate and serve the educational community.	O S N N/A NE	
Education Program			
Business and Financial Operations	GOAL 2.0: Organizational Management: To facilitate the effective administration of the daily operations of LEARN to ensure the health, safety and well-being of all staff and those we serve.	O S N N/A NE	
Personnel			
Records and Reporting			
Facilities			
Relationships	GOAL 3.0 Community and Board of Directors Relations: To support positive Board of Directors relations to support the success of LEARN and its member	O S N N/A NE	
General			

Evaluation Codes: O= Outstanding   S = Satisfactory   N = Needs Improvement   N/A = Does not apply   NE = Not enough knowledge to evaluate