

BOARD OF TRUSTEES/FACULTY EVALUATION OF EXECUTIVE DIRECTOR

Every year the Board of Trustees President and Vice President evaluate the Executive Director. In doing so, we seek input from all members of the Charter School community in an effort to uphold our tenet of democratic school governance; staff, students, parents, and trustees are being asked to share their views of the Executive Director's performance.

Your thoughts will help inform our evaluative discussions with the Executive Director and subsequent recommendations for the upcoming school year. After we conclude our discussions, the President and Vice President will share a written evaluation with the public at the June meeting of the Board of Trustees.

In the continuing spirit of fostering an open, honest dialogue where we all accept the responsibilities of sharing our views, only signed evaluations will be read. All replies will be held in the strictest confidence.

Please keep in mind that the purpose of this evaluation is to foster the professional growth of our Executive Director. Your participation in this process is greatly valued and appreciated.

Scoring Guide

1. Area of significant strength for Executive Director
2. Meets expectations
3. Target for improvement

N/A equals you do not feel in a position to respond fairly or with an informed opinion

CURRICULUM AND PROGRAM GUIDANCE

Insures that expectations have been established for the Sturgis curriculum, Massachusetts's frameworks and other curriculum and that staff members are using these standards as the basis for instruction.	1	2	3	N/A
Works with teachers and others to supervise and evaluate performance and to identify areas of growth.	1	2	3	N/A
Encourages cooperation, coordination of instruction and teamwork among staff to support the School's educational philosophy.	1	2	3	N/A
Seeks methods to meet the academic needs of all students and communicates effectively with staff to see these plans are implemented.	1	2	3	N/A
Works with staff to insure a fair and consistent grading system for an assessment of each student.	1	2	3	N/A
Demonstrates commitment to Sturgis's vision of success for all students.	1	2	3	N/A

SCHOOL ENVIRONMENT

Deals fairly and effectively with students.	1	2	3	N/A
Engenders civic responsibility and service in all students.	1	2	3	N/A
Demonstrates a commitment to the School community through participation in School events and functions.	1	2	3	N/A
Supports staff members in dealing with parents.	1	2	3	N/A
Positively affects morale in school.	1	2	3	N/A

HUMAN RELATIONS/PERSONNEL MANAGEMENT

Demonstrates strong knowledge of policies pertaining to responsibilities of school staff and hiring practices.	1	2	3	N/A
Fosters and promotes a safe and cooperative staff environment.	1	2	3	N/A
Provides regular performance feedback to staff and motivates them to perform well.	1	2	3	N/A
Encourages and facilitates teacher professional development.	1	2	3	N/A
Delegates responsibilities appropriately and effectively.	1	2	3	N/A
Handles staff conflict in a professional and timely manner.	1	2	3	N/A
Works well in group problem solving situations.	1	2	3	N/A
Includes staff in planning processes.	1	2	3	N/A
Reports staff issues and updates to Board of Trustees regularly.	1	2	3	N/A

LEADERSHIP

Carries out the vision, mission and philosophy of the Sturgis as defined in the School Charter and the School's Accountability Plan.	1	2	3	N/A
Develops long-range plans and sets goals and objectives for the School in accordance with guidance from the Board of Trustees.	1	2	3	N/A
Demonstrates strong leadership qualities.	1	2	3	N/A
Inspires respect and trust from the staff, parents, community and trustees.	1	2	3	N/A
Models and supports behaviors that reflect creative thinking and effective problem solving.	1	2	3	N/A
Takes effective and appropriate steps to institute needed change without being prompted and maintains efforts until resolution or completion.	1	2	3	N/A

MANAGEMENT AND ADMINISTRATION

Demonstrates accuracy, thoroughness and effective use of time.	1	2	3	N/A
Uses sound judgment to guide daily work.	1	2	3	N/A
Effectively delegates administrative duties to support staff.	1	2	3	N/A
Manages competing demands.	1	2	3	N/A
Oversees and manages operating budget effectively	1	2	3	N/A

PROFESSIONAL CONDUCT

Keeps communications with Board of Trustees open and handles correspondence in a timely fashion.	1	2	3	N/A
Follows “open meeting” guidelines applicable to the Sturgis.	1	2	3	N/A
Displays commitment to professional excellence.	1	2	3	N/A
Applies feedback to improve performance.	1	2	3	N/A
Collaborates with colleagues, parents and community members to fulfill responsibilities of the Charter.	1	2	3	N/A

COMMUNICATION

Communicates effectively with staff.	1	2	3	N/A
Communicates effectively with students and parents using appropriate communication methods.	1	2	3	N/A
Communicates effectively with community members, Board of Trustees and third parties.	1	2	3	N/A
Provides consistent and timely communication to parents by way of newsletters, memos, etc.	1	2	3	N/A
Exhibits good listening skills and accepts feedback from Board, staff and parents.	1	2	3	N/A
Advocates for Sturgis in public arena as appropriate.	1	2	3	N/A

REPORTING AND BOARD RELATIONS

Oversees and presents budget and financial reports to Executive Committee, Finance Committee and Board of Trustees.	1	2	3	N/A
Interacts with and communicates with all Trustees in a professional and open manner.	1	2	3	N/A
Documents and communicates the goals and progress to Board, District, and School community.	1	2	3	N/A
Communicates relevant issues to the Board in a timely manner.	1	2	3	N/A
Promotes partnerships among staff, parents, businesses and community.	1	2	3	N/A
Demonstrates and promotes an atmosphere of respect for self and others.	1	2	3	N/A

MEETING ANNUAL GOALS

Goal #1: Increasing the visibility of the school through public relations and recruiting.	1	2	3	N/A
Comments:				
Goal #2: Successful Site Visit and dissemination of best practice.	1	2	3	N/A
Comments:				
Goal #3: Enhancing school culture and sense of community.	1	2	3	N/A
Comments:				
Goal #4: Ensuring support for all students.	1	2	3	N/A
Comments:				

Rate the overall performance of the Sturgis Executive Director.

High 1 2 3 4 5 Low

We welcome any additional comments you may have regarding the Sturgis Executive Director's performance.

Thank you for your time and input!!

Name: _____ Date: _____