

Executive Director Eval Process

Tasks	Owner	September – August											
		S	O	N	D	J	F	M	A	M	J	J	A
ED reports draft goals to Board for upcoming year in alignment w budget draft, also in October	Executive Director		█										
360 staff satisfaction survey	HR			█									
Appoint Evaluation Committee members	board president			█									
Committee reviews last year's process & forms & makes adjustments if needed	Eval Committee			█									
Circulate 360 Survey results to leadership team, then board	HR					█							
Committee sends eval notification letter to ED, providing guidance on what ED is to respond to in terms of their self-evaluation, achievement of the goals they set, what they learned from the 360 survey, & knowledge of the district & their performance	board president + committee					█							
ED provides self eval to committee to include (see process word doc)	ED					█							

