

Willow Creek Academy

AR 2140

Administration: Evaluation of the Head of School

The Board of Directors will annually conduct a formal evaluation of the Head of School's performance in order to assess his/her effectiveness in leading the school toward established goals and objectives. The Head of School and Board will establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on school goals and objectives and the areas of responsibilities described in the employment contract. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

The Board and Head of School may annually consider what evaluation method(s) will best serve the school and agree on the specific written instrument to be used.

Prior to the evaluation, the Head of School shall prepare and distribute to the Board a progress report toward school goals, the Head of School's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation.

Each Board member shall independently evaluate the Head of School's performance. The Board shall examine all Board members' evaluations and reach a consensus on the evaluation. The Board president or designee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Head of School.

The Board shall meet in closed session with the Head of School to discuss the evaluation. The Head of School shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or school progress.

The Head of School and Board president shall sign the evaluation as evidence that the evaluation has been discussed and shall place the evaluation in the Head of School's personnel file.

After each evaluation has been completed, the Board shall meet in open session to give the Board and Head of School an opportunity to jointly identify priorities for the next year.

Adopted: 2/11/09

Amended: 4/19/18

Amended: