

EVALUATION OF DIRECTOR

Code **CBI** Issued **12/02**

Purpose: To establish the basic structure for board evaluation of the director that ensures board accountability to the community.

The board is responsible for maintaining high quality instructional programs for the students of the center. One of the primary methods for carrying out this responsibility is to provide responsible and effective leadership through the board's chief executive, the director.

To maintain this leadership and to promote professional excellence and improvement of the director's skills, the board will formally evaluate the director annually. Each member of the board will be involved in this evaluation.

Through evaluation of the director, the board will strive to accomplish the following.

- Clarify for the director his/her role in the center system as understood by the board.
- Clarify for all board members the role of the director in light of his/her responsibilities, authority and organizational expectations.
- Develop unity of purpose and harmonious working relationships between the board and director.
- Develop an opportunity for goal achievement through regular appraisal and feedback.
- Enhance organizational health resulting from involved, committed and strengthened individuals.
- Provide administrative leadership of unquestionable excellence for the center.

The board will make the evaluation on the basis of the board's written statements concerning the abilities needed by, and the responsibilities and duties to be discharged by, the director. The board will give the director a written opinion on his/her abilities and performance in various areas. The document will be given to the director and discussed with him/her in an executive session. The director will be allowed to respond to the evaluation. A written summary of the evaluation and the director's response will be maintained in the director's personnel file.

The assessment of the director's performance will result in review of his/her job description and appropriate changes to it as needed. It also will establish a foundation for identifying new priorities and objectives to be used as a basis for the next year's evaluation. The board may also consider adjustments in the director's contract and rate of compensation on the basis of the evaluation.

If a majority of the board finds the services of the director to be unsatisfactory, the board will notify the director in writing and give the director an opportunity to correct the conditions. If the conditions are not corrected, the director will be given notice in writing at least two months prior to the expiration of his/her contract (January 15) that his/her services will not be retained.

Adopted 3/18/85; Revised 12/17/02