

## **EXECUTIVE DIRECTOR EVALUATION WORKSHEET PROCEDURES**

### **RESPONSIBILITIES:**

*The responsibilities column reflects the major subcategories listed in the Executive Director Job Description. The current listing includes Administrative, Education Program, Business and Fiscal, Facilities, Relationships, Personnel, Records and Reports, and General.*

### **EVALUATION CODE:**

*At the end of the evaluation cycle, an evaluation code will be established for each of the responsibility areas by the evaluation committee and in accordance with the process defined in Board Policy #2400, Evaluation of Administrators and Administration. The Evaluation Code includes O=Outstanding, S=Satisfactory, and N=Needs Improvement.*

### **SPECIFIC MAJOR OUTCOMES:**

*The specific major outcomes include no more than 10 projects, goals and outcomes mutually acceptable to the Board and Executive Director as priorities during the next evaluation cycle.*

### **PRIORITY CODE:**

*A priority code will be established for the specific major outcomes so that the relative importance of each area can be projected. The Priority Code includes 1=Highest through 10=Lowest.*

### **EVALUATION CODE:**

*At the end of the evaluation cycle, and 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 Code includes O=Outstanding, S=Satisfactory, and N=Needs Improvement.*

Responsibilities	Evaluation Code	Specific Major Outcomes (Projects, Goals, Objectives, and Outcomes--No More than 10 in total)	Priority Code	Evaluation Code
Administrative				
Education Program				
Business and Fiscal				
Facilities				
Relationships				
Personnel				
Records and Reports				
General				

Priority Legend: Evaluation Legend:

1=Highest O=Outstanding

10=Lowest VS=Very Satisfactory

S=Satisfactory

N=Needs to Improve

N/A = Doesn't apply this year

N/E = Not enough knowledge to evaluate