

DIRECTOR EVALUATION PROCEDURE**Format of Evaluation Instrument**

The Board shall approve a director evaluation instrument that is reasonably related to the Director's job description and the goals and objectives of the district. The evaluation instrument shall require Board members to rate the Director's performance. If a Board member rates the Director as unsatisfactory (2 or below) in any area, they shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the Director's evaluation.

Evaluation Process

The Board shall evaluate and assess the performance of the Director according to state law.

Twice a year, the Board President shall schedule a Board meeting to discuss and approve the Director's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual Board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall tally and combine all ratings and comments contained on individual Board member's evaluations onto one document and should provide a copy of this document to all Board members prior to the meeting in which the Director's evaluation will be discussed and approved.

The Board President shall meet with the Director prior to meeting with the full Board to discuss the evaluations completed by individual Board members.

Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Director. The Board President shall present a copy of the approved evaluation to the Director and place a copy of the approved evaluation in the Director's personnel file. Director evaluations must be retained for six years after the Director separates from Unit employment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E1, Superintendent Evaluation Template
- CAAB-E2, Superintendent Evaluation Worksheet
- CAAB-E3, Superintendent Evaluation Summary
- CAAB-E4, Sample Motion for Superintendent Evaluation
- CAAB-E5, Superintendent Evaluation Timeline

End of East Central Center for Exceptional Children Policy CAAB Adopted:1.13.22

First Reading: 12.15.21

Second Reading: 1.13.22