



PROCEDURE FOR EVALUATION OF A PRESIDENT / HEAD OF SCHOOL

IN EDMUND RICE CHRISTIAN BROTHER SCHOOLS

PURPOSE

The purpose of this process is to evaluate the performance of the SCHOOL LEADER as a top level school administrator. The process has two (2) aspects: a survey and an onsite visit. In addition to being a means for professional improvement for the SCHOOL LEADER, the results of the evaluation are also helpful to the Board of Directors/Direct Supervisor in their oversight role.

ELECTRONIC SURVEY – Survey Monkey

The survey collects data from a wide variety of constituents that can be used as helpful feedback to the SCHOOL LEADER and the Board of Directors/President as they collaborate in designing goals for the school and the leader as they move into the future. Surveys are completed approximately one month before the visit by members of the following groups – *as appropriate to the particular school*:

President/Head of School	Principal
Self-evaluation by School Leader	Self-evaluation by School Leader
Board of Directors	President or Direct Supervisor
Direct reports to the President/Head of School <ul style="list-style-type: none"> • Principal • Chief Financial Officer, • Institutional Advancement Director, • Facilities Director • Technology Director 	
Institutional Advancement Staff	
Direct reports to the Principal <ul style="list-style-type: none"> • Assistant Principal(s), • Dean(s), • Campus Minister, • Athletic Director 	Direct reports to the /Principal <ul style="list-style-type: none"> • Assistant Principal(s), • Dean(s), • Campus Minister, • Athletic Director
Department Chairs	All Faculty and Academic Staff <ul style="list-style-type: none"> • Department Chairs • Faculty teaching and non-teaching • Support staff
Select Alumni, Donors, Parents	Parents <ul style="list-style-type: none"> • Officers of Parent organization(s) • Select Parents

A contact person from the school is designated to assist OES in preparing for the evaluation. They send the following material to OES:

- Organizational Chart
- Names and email addresses of Faculty and Staff with positions (On an excel spread sheet)
- Names and email addresses of selected parents, alumni and donors. (On an excel spread sheet)
- Job description
- Goals for two – three years

The contact person will also facilitate the scheduling of on-site interviews and assist with all arrangements for hospitality of the team.

VISITATION PROCEDURES AND TIMETABLE

1. The visit at the school will last two and half days. The team will consist of a member from the Office of Educational Services and two members selected in consultation with the SCHOOL LEADER.
2. Prior to the visit, the SCHOOL LEADER and Board Chair/Direct Supervisor will receive an Executive Summary of the Survey Data. Visiting Team members will have access to the Survey Data Summary and data segregated by constituent groups. The Team will also have access to survey comments segregated by constituent groups. The comments are not shared with the SCHOOL LEADER or the Board Chair/Direct Supervisor to maintain confidentiality.
3. Introductory conferences with the SCHOOL LEADER and then with the Board Chair/ Direct Supervisor will initiate the visit on the first evening. A dinner with SCHOOL LEADER, Board Chair/Direct Supervisor, and visiting team is hosted by OES.
4. Interviews will be conducted with a sampling of individuals from the different groups that completed the survey. OES identifies the individuals to be interviewed.
5. Second meetings with the SCHOOL LEADER and with the Board Chair/Direct Supervisor will conclude the visit. At this meeting the team will share an oral report of commendations and recommendations for continued growth of the leader.
6. A final written report with commendations and recommendations for growth will be forwarded to the SCHOOL LEADER and Board Chair/Direct Supervisor by the Office of Educational Services within two weeks of the visit.
7. The Visiting Team will respect the confidential nature of both the process and the final report.

GUIDELINES FOR INTERVIEWS

- Selected direct reports to SCHOOL LEADER will meet with the entire team. These meetings should be as early in the process as possible and will require 30-40 minutes. Allow 10-15 minutes following each of these interviews for the team to reflect on what they heard.
- One-on-one interviews will require a 20 minute time slot with a 10 minute break after two consecutive interviews.

- A student group of 6-8 individuals will meet with team for 30 minutes.
- Interviews can begin as early as 7:30am for alumni, donors, parents or Board members.
- 40 minutes for lunch – all together if possible
- Complete interviews by 11:00am on the second full day so that the team can prepare the oral report to be given separately to the SCHOOL LEADER and Board Chair in the afternoon.

EXPECTATIONS OF SCHOOL

- Contact person to work with OES in coordinating the process
- Assist in securing accommodations for team at area hotel (expense covered by OES)
- 3 rooms in which to conduct interviews; one room needs to be large enough for small group sessions.
- Reservation for first evening dinner (OES will cover expense)
- Breakfast (2 days) if not provided by hotel
- Lunch (2 days)
- Access to coffee and water

Please have available for the visit copies of annual reports from the last three years, recruitment brochures, information about the school, school enrollment and demographics.