



Executive Director Performance Evaluation and Development Plan  
Self Evaluation Summary

<p><b><u>Purpose:</u></b></p> <p>The purpose of this process is to provide feedback on Executive Director performance, enhance individual performance and development and provide rationale for contract and/or merit increase.</p>	<p><b><u>Mission Statement of HLHS:</u></b></p> <p>Health Leadership High School is focused on supporting youth with rigorous academic instruction and opportunities to enter into a Health Career. Our mission is to grow tomorrow's leaders that will create stronger and healthier communities.</p>
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<b>Employee Name:</b>	<b>Date:</b>	<b>Hire Date:</b> August 2019
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Performance Period from: __/__/__ to __/__/__	Check one:	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annual	<input type="checkbox"/> Special
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<p><b><u>Evaluation Definitions:</u></b></p> <p><b>Demonstrates Exceptional Performance:</b> Performance is exemplary- Performs at the highest level of capability. ED contributes and leads innovative workable solutions to educational outcomes. Exhibits leadership behavior which enhances group performance.</p> <p><b>Exceeds Expectations:</b> ED is an excellent performer. Embraces work assignments and produces high quality work. Takes initiative to perform functions above and beyond the scope of his/her responsibilities.</p> <p><b>Achieves Expectations:</b> ED is a solid performer and fully competent. Adjusts effectively to changing expectations and assignments. Produces results dependably, timely and accurately.</p> <p><b>Demonstrates Progress Toward Expectations:</b> ED has made improvement towards performance expectations and assignments. Shows continued effort in learning new skills and knowledge to achieve performance objectives.</p> <p><b>Does Not Achieve Minimum Expectations:</b> ED does not achieve minimum performance expectation and objectives; work performance is clearly not acceptable</p>
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Performance Expectations	Self-Evaluation	Board Evaluation
<p><b>1. Leadership-</b></p> <ul style="list-style-type: none"> <li>● Inspire Team work toward common objectives</li> <li>● Take Calculated Risks</li> <li>● Embrace core values of HLHS</li> <li>● Provide inspirational leadership and direction to HLHS Team</li> </ul>	<p>As a leader I am invested in pushing innovation, creativity and authenticity in teaching and learning while supporting a 360 degree approach to support student well-being.</p>	<p>Demonstrates Exceptional Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>
Performance Expectations	Self-Evaluation	Board Evaluation
<p><b>2. Communications-</b></p> <ul style="list-style-type: none"> <li>● Communicates with Board</li> <li>● Communicates with Staff</li> <li>● Communicates with leadership team</li> </ul>	<p>It is of utmost priority that I maintain high level communications with the Board, staff and clients. Staff has commended this communication and have reported feeling supported and informed.</p> <p>-I provide weekly communications with staff, families, students and Board members through our weekly memo.</p> <p>-I meet with our Lead team staff every monday for communication</p> <p>-Staff meetings every Wednesday and Friday PD for ongoing communication</p>	<p>Demonstrates Exceptional Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>

**Additional Comments:**

Performance Expectations	Self-Evaluation	Board Evaluation
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<p><b>3. Instructional Leadership-</b></p> <ul style="list-style-type: none"> <li>• Sets priorities in the context of improving student achievement</li> <li>• Articulates and promotes high expectations for teaching and learning</li> <li>• Opportunities for student experiences and learning outside of school setting</li> </ul>	<p>-As a leader at HLHS I believe in encouraging high level instruction to all students, while providing equitable support services to attain success.</p> <p>-Teachers are provided opportunities through PD to discuss mastery assessment of students as well as ways to promote retention and increased graduation rates</p> <p>-Students are provided with dual credit opportunities as well as internships and practicums to support learning outside of a school setting.</p>	<p>Demonstrates Exceptional Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>
Performance Expectations	Self-Evaluation	Board Evaluation
<p><b>4. Strategic Planning-</b></p> <ul style="list-style-type: none"> <li>• Develop long term strategies and plans to support the mission and vision of HLHS</li> <li>• Track performance</li> <li>• Update strategic plan annually</li> </ul>	<p>I have been working throughout the year to create a strategic plan to support the school and invest in our re-charter</p> <p>- I continue to work with my team and data management system to track outcomes and implement supports to address needs.</p> <p>-In attending to strategic planning, it is a living document that must be attended to regularly. On an annual basis, I will review the outcome of data and service delivery to continue methods toward innovation and support of the school and students served.</p>	<p>Demonstrates Exceptional Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>

**Additional Comments:**

Performance Expectations	Self-Evaluation	Board Evaluation
<p><b>5. Fiscal Responsibility /</b></p>	<p>At the beginning of SY 19/20, it was clear that</p>	<p>Demonstrates Exceptional</p>

<p><b>Accountability-</b></p> <ul style="list-style-type: none"> <li>• Provide accurate monthly financial reporting (with business management)</li> <li>• Clear communication with Board Members regarding expenditures, BARS, and RFR's</li> </ul>	<p>financial responsibilities were not being provided in a way that met expectations. A change in business management support was made in December of 2019. Our spring site visit will reflect the progress in this area. -I will assure that as a school, we are making decisions that support students and staff. -The Finance Committee and Board will meet monthly to review and discuss in accordance with GC regulations.</p>	<p>Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>
Performance Expectations	Self-Evaluation	Board Evaluation
<p><b>6. Professional Development-</b></p> <ul style="list-style-type: none"> <li>• Attend to staff needs regarding professional development and growth.</li> <li>• Will assure personal PD to attend to PD oversight of the school.</li> </ul>	<p>I will assure that staff has opportunities to receive PD as well as attain additional endorsements and credentials. This is an important process to assure that our students have high quality instructors who attend to and understand the unique needs of our population.</p> <p>-I have maintained my level 3b administrative licensure as well as my clinical social work license with a school specialty</p>	<p>Demonstrates Exceptional Performance</p> <p>Exceeds Expectations</p> <p>Achieves Expectations</p> <p>Demonstrates Progress Toward Expectations</p> <p>Does not Achieve Minimum Expectations</p>

**Additional Comments:**

**Committee Comments:**

**Overall Evaluation:**

Demonstrates Exceptional Performance

Exceeds Expectations

Achieves Expectations

Demonstrates Progress Toward Expectations

Does not Achieve Minimum Expectations

**Acknowledgement and Signatures:**

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**Executive Director**

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**Date**

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**President, Governing Board**

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**Date**

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**Governing Board Member**

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**Date**

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**Governing Board Member**

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**Date**

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**Governing Board Member**

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**Date**