

Head of School Evaluation By the Full Board of Trustees

There are two elements to the membership evaluation:

1. Rating of performance,
2. Comments and observations.

Ratings:

1. Needs Strengthening. Limited performance.
2. Satisfactory Performance. Above Average.
3. Consistently good results.
4. Superior. Consistently outstanding performance.
5. Insufficient knowledge to judge.

The Head of School.....

Board Relationship and Communication	1	2	3	4	5
1. Maintains a strong working relationship with the board.					
2. Demonstrates respect and trust in dealing with the board.					
3. Maintains effective communication with members.					
4. Enables appropriate communication between board and staff.					

Administrative Characteristics	1	2	3	4	5
1. Communicates effectively in writing and speech.					
2. Follows through on decisions effectively..					
3. Anticipates problems and is resourceful in dealing with them.					
4. Effectively advances the strategic plan.					
5. Provides leadership in fund-raising strategies.					

Educational Management and Leadership	1	2	3	4	5
1. Demonstrates substantial knowledge about the school programs and services.					
2. Sets high standards of quality for the educational program through effective oversight and management.					
3. Recommends new educational programs and modifications or discontinuation of current programs as needed.					
4. Demonstrates contact with students and knowledge about student needs and issues.					
5. Is attentive to and promotes positive faculty morale.					
6. Informs parents about the academic expectations and programs of the school.					

Professional Leadership	1	2	3	4	5
1. Demonstrates commitment to improving Hockaday.					
2. Keeps informed about issues affecting schools.					
3. Identifies and recommends priorities for programs.					
4. Maintains a positive professional reputation in the community.					
5. Cultivates effective working relationships with:					
1. Community?					
2. Other schools?					
3. Potential contributors?					
4. Alumnae?					
e. Parents?					

1. Identify and comment upon achievements you believe were significant to Hockaday during this year.

2. Identify and comment upon significant concerns for Hockaday that occurred during this year.

3. Identify and comment upon significant challenges and opportunities you see emerging on which Hockaday should focus in the future.

4. What are the strengths of the Head of School?

5. What specific recommendations would you make to the Head of School to help improve her effectiveness?