

Friends Council on Education Evaluation of the Executive Director

To be completed by each FCE staff member, each Friends Council board committee clerk, and Board clerk for the executive director's evaluation, 2008-09.

Please respond to each statement using the scale below.

- 1) NB – no basis for judgment
- 2) Major improvements needed. (Please comment on specifics)
- 3) Satisfactory performance.
- 4) Good performance.
- 5) Outstanding performance.

A. Expertise

	1	2	3	4	5
1. She knows the individual characteristics and concerns of the member schools.					
2. She is knowledgeable about educational issues in general, and particularly as they effect independent schools.					
3. She understands the culture and character of Friends schools and the particular issues that effect Friends schools.					
4. She is aware of the broader social and political climate as it affects schools.					

Comments on expertise

B. Personal Leadership Characteristics

	1	2	3	4	5
She is:					
1. honest and direct					
2. positive and upbeat					
3. discreet; keeps confidences					
4. approachable					
5. open-minded					
6. energetic					
7. reflective					

Comments on personal leadership characteristics:

C. Management Skills

	1	2	3	4	5
1. She works effectively on her own					
2. She works effectively with:					
(a) the Board					
(b) Board committees					
(c) staff members					
3. She is successful at:					
(a) initiating projects, discussions, ideas					
(b) following through on initiatives					
(c) making difficult decisions					
(d) listening to ideas and opinions					
(e) responding to people's needs					
(f) motivating others					
(g) planning ahead					
(h) reacting quickly					
(i) budgeting and financial planning					
(j) time management and prioritizing					
(k) recognizing and acknowledging the contributions of others					
(l) communicating in writing					
(m) communicating one-to-one					
(n) communicating in public speaking					

Comments on management skills:

Overall Specific Commendations

Overall Specific Recommendations

Is there a question that should be included in this questionnaire next year that would help us to better assess Irene's performance or support her professional growth?

Your name _____

(All comments will be held in confidence. I ask for your name so that I can track who has replied and so that I can come back to you for clarification of or elaboration on your response to the questionnaire.)

Please complete this form by May 30 and return in the enclosed envelope to Martha Bryans, Clerk of Friends Council Board.