

Head of School Evaluation By the Executive Committee

There are three elements to the evaluation:

1. Assessment of goal attainment
2. Rating of performance and
3. 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.

I. Goal Attainment

1. A numbered list of the Head's goals is attached with this questionnaire. Use the list in completing the assessment progress toward achieving them.

Rating:

1. Minimal progress toward meeting the goal.
2. Satisfactory progress.
3. Excellent progress toward or fulfillment of the goal.
4. Insufficient knowledge to judge.

Goals	1	2	3	4
1. Summary of goal in this space				
2.				
3.				
4.				
5.				

II. Performance. The Head of School...

Administrative Characteristics	1	2	3	4	5
1. Is effective in working with budget and finances.					
2. Communicates effectively in writing and speech.					
3. Follows through on decisions effectively.					
4. Anticipates problems and is resourceful in dealing with them.					
5. Effectively advances the strategic plan.					
6. Effectively leads staff in managing the school program.					
7. Delegates responsibility and authority effectively.					
8. Provides leadership in fund-raising strategies.					
9. Recruits and develops competent administrative staff.					

Board of Trustees Relationship	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.					
5. Maintains positive relationships with the multiple school support organizations.					

Individual Qualities	1	2	3	4	5
1. Is open minded and skilled in listening.					
2. Is sensitive to and considerate of others.					
3. Demonstrates and models integrity and loyalty.					
4. Shows good judgment.					
5. Demonstrates good humor.					
6. Accepts constructive criticism well.					

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: a. Community? b. Other schools?					

Professional Leadership	1	2	3	4	5
c. Potential contributors?					
d. Alumnae?					
e. Parents?					

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. Recruits and develops competent faculty.					
6. Is attentive to and promotes positive faculty morale.					
7. Informs parents about the academic expectations and programs of the school.					

Identify and comment upon achievements you believe were significant to the school during this year.

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

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

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III. Recommendations and Critique

1. What was most effective about the Head of School's performance this year?

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