

*Sebastopol Independent Charter School
Executive Review Using “360 Degree” Process*

Revised by the Board of Directors 12/7/15

- 1) The Board will undertake an annual performance review of the Executive Director. The purpose of the review is to gain an understanding of strengths and weaknesses, with the intention of providing support as needed.
- 2) The Board selects a Review Coordinator. This could be a board member, a former board member, or someone from outside. The Review Coordinator will complete their work in time to present their collated report (see item 5) at the Board’s February meeting.
- 3) The Review Coordinator asks the Executive Director to fill out the “Self-Evaluation Form.” Other similar questionnaires are given to select fellow administrators (2 or 3), faculty and staff (5 or 6), and parents (5 or 6). Input about reviewers will be sought from the Executive Director. This is a “360 degree review” where a variety of people working around the Director review the Director’s effectiveness from different perspectives. It is not necessary that everyone in the whole organization fill one out, but a variety of responses is usually helpful. The Review Coordinator makes sure these get completed and collected in a professional, timely, and discreet manner. If there are questions about what anyone meant by a response, the Review Coordinator calls the person to clarify.
- 4) Often it is helpful to have someone who knows the job relatively well observe the employee working in typical work situations.
- 5) The feedback received from all reviewers is then put together into a report by the Review Coordinator. Feedback should be assembled so that it remains specific but does not identify directly or indirectly any individual reviewer. The report should be relevant and helpful. The original reviews, except the self-evaluation, are destroyed and only the assimilated report goes into the personnel file.
- 6) The Board meets in executive session with the Review Coordinator to discuss the report and provide additional feedback.
- 7) A meeting takes place between the Executive Director and the Board to discuss the report. The current situation as well as any goals for the future are discussed and noted. Specific goals and measurable outcomes are written down to be assessed at the next annual review.
- 8) A formal written review is then compiled by the Board and Review Coordinator. It includes the 360 degree report as well as feedback and goals from the review meeting. The Executive Director receives a copy, has the option to add a written response, and signs the review as acknowledgement of receipt and understanding. The written review goes into the Director’s personnel file.
- 9) Periodically, the President of the Board and the Executive Director meet to review and discuss progress on the goals made. The intention of these meetings is to provide ongoing support for the Executive Director in his/her fulfillment of the position.

Originally approved by SICS Board: 9 / 8 / 2008