

DIEGO HILLS CENTRAL PUBLIC CHARTER SCHOOL

AREA SUPERINTENDENT EVALUATION POLICY AND PROCEDURES

The Board of Directors (“Board”) of Diego Hills Central Public Charter School (“Charter School”) shall annually conduct a formal evaluation of the Area Superintendent’s performance in order to assess his/her effectiveness in leading the Charter School toward established goals.

1. The Board and Area Superintendent, with input from the Corporate Officers, shall establish an appropriate schedule for the annual evaluation process.
2. Evaluation criteria shall be based on the Charter School’s goals and success indicators agreed upon by the Board, Corporate Officers, and Area Superintendent prior to the evaluation. The evaluation shall provide both commendations in areas of strength and provide recommendations for improving effectiveness.
3. The Board and Area Superintendent shall annually consider what evaluation method(s) will best serve the Charter School and agree on the specific written instrument to be used.
4. Prior to the evaluation, the Area Superintendent shall be responsible for preparing and distributing to the Board Members and Corporate Officers a report of progress toward the Charter School’s agreed upon goals, the Area Superintendent’s self-appraisal of accomplishments and performance, and a review of actions taken to address any Board Member recommendations from the previous evaluation.
5. Each Board Member shall independently evaluate the Area Superintendent’s performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members’ opinions, but there shall be only one final evaluation representing the Board’s collective judgment. The final evaluation shall be provided to the Area Superintendent for his/her response.
6. The Board shall meet in closed session with the Area Superintendent to discuss the evaluation (Ref: Government Code section 54957(b)(1)—closed session, public employee performance evaluation).
7. The Area Superintendent shall have the opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance of Charter School progress.
8. The Board President and Area Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. A copy of the evaluation shall be provided to the Corporate Officers to be placed in the Area Superintendent’s personnel file.
9. After each evaluation has been completed, the Board shall meet in open session to give the Board and Area Superintendent an opportunity to jointly identify performance goals for the next year.