

Chief Executive Evaluation

Chief Executive Led 360-Degree Evaluation

Instructions for Board and Chief executive

This model of a 360-degree evaluation, the chief executive-led evaluation process, is just one type of 360-degree evaluation. The same model can be implemented with a board led set of questions and board directed process. The survey used in both cases asks constituents for input leading to appropriate professional development and changes in interpersonal and administrative methods. The questions for a chief executive led 360 should be designed by the chief executive and the responses collated and summarized by the chief executive. The purpose of the 360-degree evaluation is to give the chief executive information he or she might not receive from board members.

Suggested evaluators: Board members, teachers/faculty, administrators, parents/students, support staff, other community members with whom the chief executive regularly interacts. Multiple evaluators reflect the collective wisdom of groups who work for or with the chief executive. The evaluation provides a variety of stakeholders an opportunity to voice their understanding of how the top educational leader is performing.

Steps for the Chief Executive:

Step 1: Identify and define the questions to be asked of evaluators or the goals/competencies to be evaluated.

Suggested questions:

1. Goal #__ for the chief executive and district is (fill in goal). How has the chief executive done in leading the school district or college toward reaching this goal?
2. What is working well with regards to the chief executive's role in our district or college community? Please list specific examples.
3. What areas offer room for improvement? Please list specific examples.
4. Has the chief executive effectively communicated with members of the community this year? How effective has that communication been?
5. Are community expectations of the chief executive being met?

Step 2: Select the evaluation respondents. The evaluators should represent all constituent groups: Administrators, teachers/faculty, staff members, school or college board members, parents or students and community members. The number of respondents should be high enough to give fair representation to all groups. Responses should be anonymous.

Step 3: Distribute the 360-degree survey to the respondents with instructions and a date for return of the materials.

Step 4: Analyze the data from the respondents and create the final report to be shared by the chief executive with the school or college board.

Step 5: Develop an action plan to improve on successes and address concerns raised from the 360-degree survey responses.