DRAFT 10/21/26

OCEAN CHARTER SCHOOL

EXECUTIVE DIRECTOR EVALUATION POLICY

The Governing Board believes that an annual evaluation of the Executive Director performance serves to measure the School's progress toward established goals and objectives and strengthens working relationships between the Executive Director and the Board. Evaluations should provide commendations in areas of strength and recommendations for improving effectiveness, thus clarifying the Executive Director's role and giving the Board and Executive Director an opportunity to jointly identify priorities among the Executive Director's many responsibilities.

Performance Objectives

The Board and Executive Director shall establish performance objectives which shall be used to evaluate the Executive Director's performance for the following school year. These objectives shall align with the job description and also reflect established goals and needs of the School with regard to critical areas such as the educational program, personnel, operations, management, community relations, Board-Executive Director relations, and professional leadership.

Evaluation Process

At the end of each fiscal year, the Board shall rate the Executive Director's performance in each performance objective. A written evaluation will be prepared by the task force with input from every board member. The final evaluation will be read and approved by the board. After delivery of the written evaluation to the Executive Director, the Board shall meet in closed session with the Executive Director to discuss the evaluation. The Executive Director shall have the right to make an oral and/or written response to the evaluation.

In the event the Board determines that the performance of the Executive Director needs improvement or is unsatisfactory, the Board shall describe in writing, in reasonable detail, said areas that need improvement or said unsatisfactory performance indicating specific instances where appropriate. The Board and Executive Director will establish a performance improvement plan.

The OCS Board may modify the evaluation process, but in so doing, policy and process documents should be modified to reflect changes.