



Kansas Head Start Executive Director

Performance Evaluation Form

Employee Name: _____

Evaluation Date: _____

This evaluation is for the period beginning _____ and ending _____

Each Board Member is to give some thought to the Executive Director's performance. For each of the evaluation categories, bullet points have been provided to assist you with the evaluation.

Prior to the _____ meeting, please make note of your observations using this form and bring it with you to the meeting. The Board President will summarize the feedback from the full Board and communicate the results to the Executive Director.

Leadership: Rating _____

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

- Inspires confidence, establishes credibility with Board, staff, active members, and others
- Maintains a "big picture" outlook and is aware of industry issues
- Exhibits diligence in leading the organization
- Forecasts trends, responds to change, and invites innovation
- Solicits and acts upon ideas of others when appropriate
- Provides direction and support to the Board regarding its fiduciary obligations and governance role
- Demonstrates excellence in carrying out job responsibilities and accomplishing goals
- Engages in learning and growth activities to improve job performance
- Participates in relevant and worthwhile professional organizations

General Comments or Example:

Management: Rating _____

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

- Manages the Organization's activities in accordance with relevant laws and Board policies
- Develops reasonable budgets, communicates them to the Board, and operates within budgetary limits
- Ensures the efficient and effective functioning of the Organization through delegation to the staff and outside consultants/project managers
- Assesses and advises on adequate security for all official documents and technology systems
- Recognizes the need for internal controls and promotes their value to the staff
- Exhibits problem solving

General Comments or Examples:

Communications: Rating _____

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

- Keeps the Board and staff informed, and effectively communicates with them
- Effectively communicates with and represents Kansas Head Start Association, as the primary spokesperson and liaison, to outside stakeholders including consultants, state officials, the legislature, and the public
- Provides testimony on legislative or regulatory matters impacting KHSA
- Organizes ideas and information logically and presents them well
- Speaks and writes clearly and concisely, using understandable terminology
- Effectively communicates with active members as necessary
- Manages communications with the media and general public
- Projects a positive image as the Executive Director of KHSA

General Comments or Examples:

Policy Matters: Rating _____

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

- Understands and respects the Board's policy role
- Assists the Board on policy matters including the overall direction of the Association and use of proper investment strategies
- Recommends policies or changes to policies to comply with laws, plan provisions, and best practices in the field
- Effectively interprets Board policies and concerns, and develops a consistent direction for the staff to follow
- Initiates changes in day-to-day operations to conform to established Board policies
- Provides well-balanced information and clear recommendations to the Board as it establishes new policies

General Comments or Examples:

Staff Development: Rating _____

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

- Creates an atmosphere that fosters teamwork, creativity, and participation
- Assures all employees are well informed regarding KHSA policies and procedures, and strategic direction
- Sets clear standards of performance for all the staff
- Encourages professional development and appropriate training for staff

General Comments or Examples:

Rating Summary:

5-Outstanding, 4-Above Average, 3-Satisfactory, 2- Needs Improvement, 1- Unacceptable

Categories	Rating
Leadership	
Management	
Communications	
Policy Matters	
Staff Development	
Overall	

Summary Comments:

Significant Accomplishments:

Areas Needing Improvement/Development Goals: