

Evaluation of the Executive Director

The Board will formally evaluate the Executive Director's job performance at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the Executive Director and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The Executive Director will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the Executive Director and his/her performance will be conducted in an executive session, unless the Executive Director requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the Executive Director's personnel file.

At the Board's discretion, it may notify the Executive Director in writing of specific areas to be remedied, and the Executive Director may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the Executive Director's performance remains unsatisfactory, the Board may dismiss or non-renew the Executive Director pursuant to Board policy, the Executive Director's employment contract and state law and rules. In those situations where the Executive Director's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent
CBH - Superintendent's Termination of Contract