**Interim Executive Director Review**

**Recording Form**

**GC Member: Date: Interim Executive Director:**

| **Component** | **Exemplary** | **Professional Performance** | **Requires Improvement** | **Comments** |
| --- | --- | --- | --- | --- |
| **Component 1**  **Visionary Leadership** |  |  |  |  |
| **Component 2**  **Policy & Governance** |  |  |  |  |
| **Component 3**  **Instructional Leadership** |  |  |  |  |
| **Component 4**  **Communication & Community Relations** |  |  |  |  |
| **Component 5**  **Organizational Management** |  |  |  |  |
| **Component 6**  **Professionalism & Ethics** |  |  |  |  |

| ***Reflection of Successes & Challenges*** |  |  |
| --- | --- | --- |
| ***Satisfaction Survey Results*** |  |  |

**Guidance:**

This form was developed for the Interim Executive Director position, in response to comments from the ECRA GC regarding the monitoring of progress of the new Interim Director. It is designed to keep the process as simple as possible, while providing valuable information to the Governing Council on the Interim Director’s progress, and also offering GC feedback to the Interim Director.

**Components**

The form above is suggested to be completed quarterly in a closed evaluation session. The Interim Director would review the competency areas and be prepared to share a verbal update with the GC regarding each area. The GC can choose to use the form above to make notes and/or rate the Interim Director’s responses.

**Reflection**

The Reflection of Successes & Challenges is an opportunity for the Interim Executive Director to provide a short written response to their current successes and challenges. This would be provided to the GC in advance of the meeting.

**Satisfaction Surveys**

The Satisfaction Survey Results encompasses a brief google survey that we have used in the past to collect information from families and staff regarding their satisfaction level. Completing this quarterly is best practice regardless, but the results could be included in the Interim Director’s documentation for this process.