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## 301 School Director Performance Evaluation

**Number:301**  
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### Purpose

This policy outlines the procedures the Three Rivers Montessori School's Board of Directors will follow to evaluate the overall performance of the Executive Director on an annual basis.

The Board of Directors believes that the evaluation process is a tool for providing constructive feedback and supporting the personal development of the Executive Director.

An annual evaluation ensures that there is time for self-reflection, open dialogue, and goal-setting. The evaluation process gathers input from staff, the Executive Director, and the Board of Directors to provide a comprehensive perspective on performance.

Procedures & Timelines		
Time	Activity	Person(s) Responsible for Completion
Review evaluation forms and processes	Review and revise the evaluation forms and processes, if necessary.	Board Members
February	Provide staff with the Director's job description and evaluation form for review and completion.	Board of Directors or Designee(s)
March	The Executive Director completes a self-evaluation.	Executive Director

### Procedures & Timelines

Time	Activity	Person(s) Responsible for Completion
April	Board members analyze all collected feedback and create a confidential written document with feedback points and goal-setting ideas.	Board Members
May	Board members and Executive Director meet in a closed session to discuss the evaluation results and share and define goals. Both parties sign and date the document.	Board Members and Executive Director
June - January	Review progress toward goals as deemed necessary by the Board of Directors.	Board Members or Designee(s)
End of Process	Original evaluation document is filed in the Executive Director's personnel file at the school's main office.	Board Members or Designee(s)