



STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

20165 EXECUTIVE DIRECTOR EVALUATION

I. PROCESS

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act) requires that the Executive Director of the Council be evaluated on an annual basis.

The process for evaluating the Executive Director is:

1. The Chairperson of the Council oversees and manages the Executive Director Evaluation. He/she distributes the Performance Evaluation Form to Council members and Council staff.
2. Each Council member must complete the Performance Evaluation Form. Once completed, the form must be returned to the Chairperson.
3. Staff members will be sent Narrative Questions only. These must be returned to the Chairperson.
4. The Executive Director will complete the Performance Evaluation Form for herself/himself and discuss her/his self evaluation with the Chairperson.
5. Each Performance Evaluation Form is logged onto a worksheet and summarized by the Chairperson with the assistance of the Evaluation Coordinator.
6. A final summary report is produced by the Chairperson with the assistance of the Evaluation Coordinator. Legal Counsel will review materials to confirm compliance with the approved evaluation process.

- x. The Chairperson with the assistance of the Evaluation Coordinator will present the final summary report along with evaluation materials, statistical data and all other information to the Executive Committee during a closed session.
- 7. The Executive Director Evaluation will be on the May next possible Council Meeting agenda as a closed session item. Executive Committee will present the evaluation and their recommendation to the full Council during the closed session.
- 8. In open session, the Executive Director and Council then meet to discuss salary/bonus, etc., if applicable.
- 9. This information is then processed through the Council Personnel Department.

II. INSTRUCTIONS

Please use the rating levels: “N/I” (Needs Improvement) “A” (Meets Standards/Acceptable), or “O” (Exceeds Standards/Outstanding). If you do not know about a particular area, mark **Do Not Know**.

| Rating Factor | Needs Improvement (N/I) | Meets Standards Acceptable (A) | Exceeds Standards Outstanding (O) |
|---------------|--|--|---|
| Work quantity | Executive Director does not produce enough work. | Executive Director produces the proper amount of work. | Executive Director produces a lot of work. |
| Work Quality | Executive Director does not have work skills. | Executive Director has the work skills and works accurately. | Executive Director’s work is always accurate and orderly and works with superior skill. |

III. EXECUTIVE DIRECTOR EVALUATION

| ASSISTANCE TO COUNCIL MEMBERS | Don't Know | Needs Improvement | Acceptable | Outstanding |
|---|-------------------|--------------------------|-------------------|--------------------|
| Assists the Council in scheduling, planning and preparing for Council and committee meetings. | | | | |
| Assists the Council in the development of agency policy, organizational goals, objectives and budgets. | | | | |
| Assists the Council in the development of policy decisions regarding issues that affect the rights and interests of persons with disabilities. | | | | |
| Assists the Council in making sure that the Council follows all federal and state laws and regulations, including providing and interpreting information. | | | | |
| Assists the Council in the development of the goals and objectives of the Council's 5 year state and strategic plan. | | | | |
| Provides regular reports to the Council on the state and strategic plan and emerging issues and provides recommendations. | | | | |

| PERSONNEL | Don't Know | Needs Improvement | Acceptable | Outstanding |
|--|-------------------|--------------------------|-------------------|--------------------|
| Assures that staff are supervised and coordinated effectively in order to carry out all of the Council's goals and objectives. | | | | |
| BUDGET | | | | |
| Develops, implements and manages the Council approved budget. | | | | |
| Ensures that budget is legal and uses acceptable accounting and fiscal management practices. | | | | |
| Assures that the Council receives budget information. | | | | |
| Makes contracts on behalf of the Council consistent with approved goals, objectives, plans and budget actions. | | | | |

| PUBLIC AND AGENCY LIAISON | Don't Know | Needs Improvement | Acceptable | Outstanding |
|---|-------------------|--------------------------|-------------------|--------------------|
| Maintains effective relationships between the Council, the federal Administration on Developmental Disabilities and State funding agencies. | | | | |
| Maintains effective relationships and works with other advocacy organizations with similar goals and objectives. | | | | |
| Maintains effective relationship and liaison with the National Association of Councils on Developmental Disabilities (NACDD). | | | | |
| ADAPTABILITY RATING | | | | |
| Able to assume a variety of roles and responsibilities related to the position and perform with required knowledge/skills. | | | | |
| Able to respond well to changing job requirements and work conditions, including unanticipated/exceptional administrative and/or programmatic events. | | | | |

| EXPRESSION | Don't Know | Needs Improvement | Acceptable | Outstanding |
|--|-------------------|--------------------------|-------------------|--------------------|
| Able to clearly/concisely convey information (e.g., interpreting regulations, presenting reports, articulating needs/priorities, giving instructions) orally and in writing. | | | | |
| Able to organize coherent presentations and effectively highlight/summarize key points and issues. | | | | |
| INTERPERSONAL RELATIONS | | | | |
| Demonstrates sensitivity and good judgment. | | | | |
| Is helpful and friendly. | | | | |
| Resolves conflicts in an objective manner. | | | | |

IV. NARRATIVE QUESTIONS

1. What impressed you the most about the Executive Director's performance this year?

2. In what areas has the Executive Director shown exceptional improvement?

3. What specific recommendations do you have for the Executive Director?

4. What should be the priorities for the Executive Director over the next year?

5. Do you have any additional comments regarding the Executive Director's performance?

Council Member Signature

Date

EXECUTIVE DIRECTOR EVALUATION 2016 TIMELINE

June 15, 2016

Evaluation form will be sent out to evaluators with a return date of July 15, 2015, for submission to the Chair or Evaluation Coordinator, as appropriate.

| August 2016

The Chairperson with the assistance of the Evaluation Coordinator will present the evaluation materials, statistical data and all information to the Executive Committee during a closed session.

September 2016

Executive Committee will present the evaluation and their recommendation to the full Council during a closed session.