

# NEW HEIGHTS SCHOOLS, INC.

## POLICY 304

### SCHOOL DIRECTOR EVALUATION

#### POLICY MANAGEMENT

*Adopted: 2/2011*

*Reviewed/ Revised\*: 9/12\*; 9/13\*; 10/14\*; 9/15\*; 9/16; 09/17; 11/18; 9/19\*, 4/20\*, 5/22, 5/23, 5/24, 05/25, 05/26*

*Mandatory: No*

*Frequency: Annual*

*Distribution: Website*

#### **I. PURPOSE**

The purpose of this policy is to provide guidance to the Board of Directors on evaluating the School Director.

#### **II. GENERAL STATEMENT OF POLICY**

A committee will meet with and review the School Director on at least an annual basis utilizing the board approved "School Director Review" rubric. The committee shall be called the School Director Evaluation Committee.

The committee shall consist of the Board Chair, one additional member of the Board of Directors, and one community member (who may or may not also be on the Board of Directors). The Board Member and community member will be selected by the Board Chair, and approval of the committee will be voted on by the entire Board of Directors at the September board meeting.

Prior to May 15<sup>th</sup> of each year, the Board of Directors will have conducted and completed an evaluation of the School Director. The rubric used will have been established prior to the beginning of the affected year, and will be compared with a duplicate rubric completed by the Director as a self-evaluation. The evaluation committee and the Director will meet prior to the conclusion of the evaluation to discuss any areas of conflict or areas deemed questionable by either the committee or the Director. It is recommended the Director complete a brief synopsis of his or her year, with highlights, and areas he or she feels can be improved upon.

Following completion of the review, the School Director Evaluation Committee will report the results to the Board of Directors at the next scheduled meeting.

This policy will be reviewed annually and updated as needed.

#### **III. SCHOOL DIRECTOR REVIEW RUBRIC**

A copy of the approved School Director Review Rubric will accompany this policy as an attachment.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

### School Director Review Rubric

Duty	N	M	Comments and Clarification
<b>Organizational</b>			
1. Plans, directs, implements and monitors all school programs.			
2. Supervises the maintenance of the school building, grounds, and equipment.			
3. Delegates authority to personnel that will assume responsibility for the school in the principal's absence.			
4. Identifies need and implements support services in meeting the needs of the students and staff.			
5. Prepares and manages the fiscal budget for the school. Maintains accurate records in accordance with state laws.			
<b>Leadership</b>			
6. Supervises all staff in accordance with school policies, practices and procedures.			
7. Interprets and enforces school policies, practices and procedures. Keeps abreast of Board of Director's actions and proceedings.			
8. Leads or serves on committees for specific purposes to better the school.			
9. Provides leadership in the design and implementation of appropriate staff development activities.			
10. Assumes responsibility for own professional development through membership and participation in professional organizations. Represents the school at meetings, workshops, and conferences.			
11. Recognizes the achievements and accomplishments of students and staff.			
12. Assumes responsibility for the safety of all students and staff.			
<b>Communication</b>			
13. Conducts meetings to disseminate information, discuss issues, and plan for the overall functioning of the school.			
14. Communicates with parents, students, teachers, staff members, business associates, authorizer personnel and the local community			

on a regular basis via newsletters, conferences, phone calls, assemblies, various forms of mass media, face-to-face meetings, emails, social media and informal contacts.			
---	--	--	--

<b>Academic</b>			
15. Assists in the development, revision, and evaluation of the school's curriculum. Leads the development of the instructional program.			
16. Monitors student progress and standardized test scores. Works with the staff to improve or change any areas of concern.			
17. Keeps abreast of educational research.			
<b>School Culture</b>			
18. Establishes and maintains an effective learning climate in the school.			
19. Maintains active relationships with students, parents and staff.			
20. Serves as a liaison between the school and the local community.			
21. Attends special events, activities, and functions sponsored by the school and/or parent organizations.			

N= Needs Improvement; M = Meets Expectations