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304 – School Director Evaluation

Purpose

The purpose of this policy is to provide guidance to the school board on the evaluation of the Director.

General Statement of Policy

The goal of evaluation of the director is to ensure there is an open and transparent process that allows for open communication between the board and the director to achieve the school's goals.

The evaluation process is intended to be a continuous improvement process with check-ins at the beginning and mid-year before the summative evaluation at the end of the year. The board chair and director will work together on this, following the standard ASA evaluation document created for admins.

As with all other staff, the goal is to have all evaluations completed by the May board meeting.

Policy Specifics

1. **Qualifications**
    a. The board of directors shall establish qualifications for all persons who hold administrative, supervisory, or instructional leadership roles.
    b. A person may be hired to perform administrative, supervisory, or instructional leadership duties with a valid administrative license.
    c. The qualifications of the Director shall include experience with or knowledge of the following areas:
        i. Instruction and assessment;
        ii. Human resources and personnel management;
        iii. Financial management;

iv. Legal and compliance management;
v. Effective communication; and
vi. Board, authorizer, and community relationships.

2. **Job Description**
    a. The job description of the Director shall contain at least the following responsibilities:
        i. Oversight of instruction and assessment;
        ii. Oversight of human resource and personnel management, including staff evaluations or appropriate delegation thereof;
        iii. Oversight of financial management;
        iv. Oversight of legal and compliance management;
        v. Oversight of effective communications between staff, board, authorizer and the community; and
        vi. Oversight of board, authorizer, and community relationships.
3. **Supervision**
    a. The job description shall be provided to the Director at the start of employment. If the Director's contract extends beyond one year, the personnel committee of the Board shall review the job description and update it as necessary.
    b. The job description shall be the basis for performance evaluations, which shall be conducted by the personnel committee as outlined in this policy.
4. **Evaluation**
    a. At the beginning of the year, the director and the personnel committee will meet to go over the initial check-in and professional development plans for the year. The professional development plans will be based upon the needs of the school and agreed upon by both the Board and the Director. This will be documented on the evaluation form.
    b. At the mid-year, another check-in will be scheduled for opportunities for the personnel committee to discuss any evaluative concerns or issues that the director needs to be aware of so it can be addressed or contested depending on the nature of the feedback.
    c. At the end of the year, the director will self-evaluate first in order to provide information to the personnel committee for summative evaluation. A meeting will be scheduled to discuss the feedback and what evaluative ratings the chair settles upon. At that time if there is disagreement by the director it will be documented on the evaluation form.
    d. The personnel committee will be called to review all evaluations and to make formal recommendations to the school board at the May meeting. The director meets with this committee to go over all the employee evaluations and at that point would have any discussions with the committee if there were disagreements on the director's evaluation. The director then leaves the closed meeting for the personnel committee to continue their discussion separately before coming to a conclusion for recommendation to the board. Once complete, all evaluations are finalized. A copy goes to the employee and the original goes to the employee files.
5. **School Director Evaluation Rubric**
    a. See Attachment A

Legal References:

Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. §124E.12 Subd 2 (Administrators)

Attachment A: Evaluation Rubric

Skill Area	Un-satisfactory	Needs Improvement	Satisfactory	Exemplary	Notes:
I. Leadership					
1.Developing Staff/ Leadership					
2.Relations/Visibility					
3.Executing Vision					
4.High Expectations					
5.Ethics/Integrity/ Decision Making					
II. Management					
1.Building Climate					
2.Efficient Use of Time/ Resources					
3. Adherence to Policy					
4.Building Operations					
5.Attendance					
III. Communication					
1.Verbal/Listening Comm.					
2.Written Comm.					
3.Timely Responses					
4. Positive Image/ Recognition of Staff					
IV. Pro. Develop.					
1.Incorporates Feedback					
2.Continous Improvement					
3.Current Trends/Lit					
V. Assessment					
Results Spring to Spring: MCA Reading MCA Math MCA Science Other Assessment			**Met School Goal:** MCA Reading MCA Math Mission Specific:		
1.Data Based Decisions					
2.Planning Priorities					
3.Met Goals					
Total Scoring					