

GreenWood Charter School

Policy Number:

Policy Section: 400 – Staff Policies

POLICY TITLE: School Director Evaluation Policy

Revision History

Effective Date	Action Date	Revised
March 16, 2016	New Policy	New Policy

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series

- Staff policies 400 series
- Business and Operations policies 500 series
- Community 600 series

Staff Code of Conduct

Effective Date: 16 March 2016

Revision Date:

PURPOSE

The Board of GreenWood Charter School adopts the following School Director Evaluation to provide support and accountability to the School Director.

SCOPE

The Board directs the Governance Crew to implement this policy in accordance with State law.

Evaluation Timeline

The Governance Crew shall conduct an evaluation of the School Director subject to this policy at least annually. Each evaluation shall include:

- 1) Three yearly meetings with the Governance Crew.
- 2) Discussion with School Director on Finances, Stakeholder Feedback Surveys and the GreenWood Strategic Plan.
- 3) Ensure Greenwood is abiding by its commitments outlined in the Charter Agreement with the State.
- 4) Ensure Greenwood is following all applicable state and federal policies.

The School Director's evaluation shall be completed by the Governance Crew by April 1st and approved in the April Board Meeting. Subject to this policy shall be provided with a written copy of the evaluation results the day of the evaluation.

Calculating School Director Performance

The School Director Evaluation is an ongoing process to support and hold accountable the work of the School Leader. The Governance Crew will meet often with the School Director, including 3 formal meetings to discuss progress towards the Strategic Plan and the School Director's Growth Plan prior to the final evaluation held in March.

- By September 1: The Governance Crew will meet with the School Director to develop goals for based on the Strategic Plan, stakeholder surveys, and financial stability of Greenwood.
- By December 1: The Governance Crew will review progress towards the School Director Goals and discuss November Stakeholder Surveys.
- By March 1: The Governance Crew will meet to prepare documentation for the Board on the School Director Annual Appraisal and the February Stakeholder Surveys.

The Annual Appraisal shall take into consideration the following: Data = D (data from monthly School Director Reports, Student Assessments, Surveys and Progress on the Strategic Plan), Director Reflection = DR (what is the attitude of the Director, their reasonableness, communication with key stakeholders) and Appraisal = A (where the standards meet).

Assigning an Effectiveness Rating

Each evaluation will result in an effectiveness rating. The Board will give the Governance Crew a rating on the School Director for the Final Appraisal in March. The Board will indicate the rating below that best describes the overall performance of the School Director, where 1 indicates the worst possible performance and 10 indicates the best possible performance. _____

Fifty percent (50%) of the evaluation will be attributed to the Director's performance (progress on strategic plan goals, school wide surveys and financial goals being meet) and fifty-percent (50%) will be attributed to the effectiveness rating.

The Governance Crew will make a recommendation to the Board based on the evaluations to the following:

- Retain
- Fire
- Salary
- Division of Duties, etc.

Professional Growth and Improvement Plans

The Director shall develop a professional growth or an improvement plan as part of the GreenWood Director Growth Framework based on the Evaluation Matrix:

- The Director who meets *Above-Expected* levels on the Director Evaluation shall develop an annual professional growth plan in pursuit of continued growth, in partnership with the Governance Crew.

- The Director who meets *Expected* levels on the Director Evaluation shall develop an annual professional growth plan, based on recommendations for improvement from the Governance Crew. The Director will have input on the growth goals and areas of focus.
- The Director who meets *Below-Expected* levels on the Director Evaluation must comply with an improvement plan, developed *by the Governance Crew*. *The Board has the authority to handle the removal of poorly-performing Director.*

Professional Development

The Board's plan for the allocation of financial resources to support professional development will be determined by the School Director.