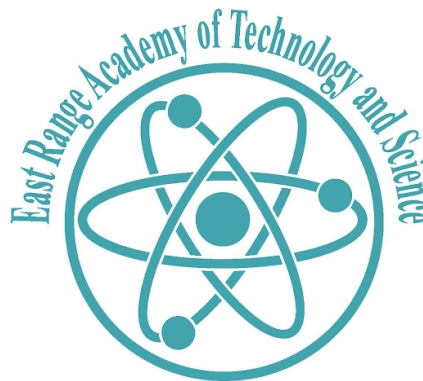


Board Policy
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**School Director Hiring,
Supervision, and Evaluation**



Adopted: 11/2017

Revised:

I. PURPOSE

The purpose of this policy is to ensure that East Range Academy of Technology and Science has processes in place governing the hiring, supervision, and evaluation of the Director.

II. POLICY STATEMENT

The Board of East Range Academy hereby adopts this policy to ensure that the Director possesses the necessary skills and experience to effectively and successfully manage East Range Academy.

III. QUALIFICATIONS

- A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at East Range Academy if that person does not hold a valid administrative license.
- B. The qualification of the Director of East Range Academy shall include experience with or knowledge of at least the following areas:
 - 1. Instruction and assessment;
 - 2. Special Education processes;
 - 3. Human resource and personnel management;
 - 4. Financial management;
 - 5. Legal and compliance management;
 - 6. Effective communication; and
 - 7. Board, authorizer, and community relationships.

[Note: Not all of these skills are required of all executive directors. However, those skill sets that are omitted must be included in the qualifications for other leadership, supervisory or administrative positions].

IV. JOB DESCRIPTION

The job description of the Director shall contain at least the following responsibilities:

1. Responsible for mission and vision of school
2. Responsible for Strategic Plan
3. Responsible for Personalized Learning Concept
4. Responsible for budget planning and revisions
5. Responsible for administration of salaries
6. Responsible for professional development planning
7. Responsible for writing all MDE reports/surveys and uploading documents to Epicenter
8. Coordinate Annual Report for MDE
9. World's Best Workforce planning
10. MDE Organizational site manager
11. Coordinate contract renewal
12. Create teacher schedule
13. Create yearly school calendar
14. Attend Director Meetings
15. Attend Board Meetings
16. Oversee policies and statutes
17. Point of Contact for school
18. Student credit checks and meeting with parents
19. Create agenda for staff meetings and run meetings
20. Write teacher contracts and other staff
21. Q-Comp Site Team Member
22. Evaluate teachers and staff
23. Post for job openings in school
24. General claim reimbursement approval/purchase authorizer
25. SERVS authorizer
26. Direct supervisor of staff/teachers
27. Direct supervisor of food service
28. Access checking accounts to report balances to Board
29. Attend Trainings as necessary
30. Meet with parents as necessary
31. MN Common Course Catalog Coordinator
32. Immunization Coordinator
33. Q Comp Coordinator
34. Student schedule builder
35. Transcript students
36. Create class lists
37. Title I Coordinator

V. SUPERVISION AND EVALUATION

- 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 Board shall review the job description and update it as necessary.

B. The job description shall be the basis for performance evaluations.

C. The Director evaluation process will be scheduled as follows:

1. The Director evaluation will be a New Business agenda item at the first February Board meeting. At least one Board member will be chosen to research and prepare a director evaluation form. This form will be presented to the Board for review and approval by the first March Board meeting.
2. The director evaluation form will be distributed to Board members and staff by March 15.
3. Data will be prepared for presentation at the first April Board meeting.
4. The Board Chair or designee(s) will meet with the Director by May 1 to discuss the evaluation data.

VI. PROFESSIONAL DEVELOPMENT PLAN

If the Director does not hold a valid administrative license, the Board and the Director shall develop a professional development plan. Documentation of the implementation of the professional development plan of these persons shall be included in East Range Academy's World's Best Workforce report.