

Date
Name

Evaluation Criteria	Directions: Please rate yourself from	Totals	Percent Achieved	Notes
Director			0	
Primary staff liaison with board Lead Board development and relations Reports to Board of Directors and is Engage and oversee public, media, political Policy development and implementation Oversee legal compliance and Oversee legal compliance and Develops Board Agendas Submits district, state, and federal Prepare and deliver reports on areas of Administrative oversight Drafts one- and five- year strategic plans Leads development efforts (enrollment, Completes Board assigned tasks				
Organization				
Establish and follow effective collaborative Establish effective administrative Promote a school culture of learning, respect and interpersonal effectiveness Oversee with external providers and related Develop master program of the school, including room and teacher assignments Develop school calendar				
Business-Operations				
Oversee budget development and implementation Submits financial statements to Board Drafts and implements fiscal policies Site maintenance and operations oversight Oversee safety compliance Liaison with Business Manager or business service provider				

School safety oversight and management
Oversee materials supply

Human Resources

Human resources oversight
Labor relations
Personnel committee chair
Salary recommendations
Create and revise job descriptions
Implement personnel policies (including
Conflict Resolution procedures)
Personnel recruiting, hiring, and dismissal
Provide staff with professional and personal
support
Personnel supervisor-instructional leader
Performance improvement/or letter of
reprimand oversight
Student-teacher-parent complaints (high
risk)
Conducts staff evaluations

Oversee other aspects of human resources

Achievement-Testing

Oversee progress on state and federal
accountability measures
Creates Board report on state and local
accountability measures
Oversee state testing

Professional Development

Oversee Professional Development

Student Services

Special Education Program Oversight
Manage El Dorado SELPA

Curriculum

Oversee selection of school curriculum
Oversee the implementation of curriculum
and programming

Parent-Community Involvement

Public, media, political relations
Draft and oversee parent policies
Implements student expulsion policies

Oversee parent and community relations
Implement student suspension policies
Oversee parent liaison
Student-parent-teacher complaints

Overarching Roles

Implements provisions of Charter
Leads Charter review and renewal process
Lead SCHOOL to achieve its mission vision and goals
Assess school needs and create effective plans to meet those needs
School safety manager

Leadership and Ethical Conduct

Demonstrate skills in decision-making, problem-solving, managing change, planning, managing conflict, and evaluating
Model personal and professional ethics, integrity, justice, and fairness and expect the same behaviors from others

Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity
Encourage and inspire others to higher levels of performance, commitment, and motivation
Protect the rights and confidentiality of students and staff

Total for all milestones

Bonus Milestones

Implement peer and DIRECTOR reviews based on Q4 model for all teachers
All teachers reviewed pursuant to new evaluation procedures (item 1 above) prior to June 2014

Implement merit pay system to be completed by June 1, 2014

Create a DRAFT three year facility plan approved by the Board – options for growth at existing location, options for relocation, options for property purchase by June 30, 2014

DRAFT Plan development for Prop Z spending, approved by the Board, submitted to Prop Z approval committee by June 30, 2014

Complete primary DRAFT of new High School Charter or current IA Charter revision, by June 30, 2014 inclusive of Board review and approval