**Head of School Evaluation: 20XX-20XX**

**Position Summary**

The Head of School of will be held accountable by the Board of Trustees with regard to all aspects of the school’s success and management, including but not limited to: academic program, financial management, and organizational health. The Head of School is entrusted with advancing the school’s mission, ensuring strong student performance aligned with the goals and measures outlined in the school’s accountability plan, maintaining the financial viability of the organization, and determining the future direction of the school in accordance with the mission. The Head of School will be hired by and report to the Board of Trustees.

**Evaluation**

The Evaluation is directly tied to the responsibilities of the Head of School. The Evaluation is informed by the members of the Board in alignment with various responsibilities and includes the Head of School’s self-evaluation in each area at the midyear and end of year evaluations. Dates addressed within this Evaluation are July 1, 20xx through June 30, 20xx. The midyear evaluation will take place on or before February 28, 20xx. The end of year evaluation will be completed on or before September 30, 20xx.

Each area for evaluation corresponds to elements with the Head of School’s job description and provides opportunity for both quantitative and qualitative review. The three areas (Academic Program, Fiscal Management, and Organizational Health) are in order of importance and weight. The Head of School uses this template to create a self-evaluation as well and provides the self-evaluation to the Board as part of its annual evaluation process and as one resource informing this process.

The final evaluation document is completed with one voice from the entire Board and includes specific but unattributed comments from the larger Board’s membership. The Board will establish a sub-committee, consisting of at least the Board Chair, one member from the Academic Committee, and one member from the Finance Committee. This sub-committee collates all of the materials and writes the final evaluation.

Academic Program

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| **Responsibility** | **Key Performance Indicators** | **Evaluation** | **Comments** |
| Create, monitor, and sustain a school culture of academic excellence through consistent implementation of systems and structures to maximize student learning. | Culture Handbook  Operations Handbook  Home Visits  Family Orientations  Staff Orientation | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Create, monitor, and sustain an exemplary 4-12 academic program that supports strong academic achievement for all learners. | Curriculum/Assessment Handbook  Instructional Handbook  Curriculum Resources | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Facilitate staff development and administrative meetings in coordination with other members of the leadership team, including Teacher Leaders. | Staff Orientation Readiness | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Lead all student recruitment and community meetings in coordination with volunteers and contracted service providers. | Culture Handbook  Operations Handbook  Home Visits  Family Orientations | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Draft and communicate evaluations of all staff members. | Evaluation Protocols | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Organize, plan, and lead orientation, training, and evaluation of all staff members. | Staff Orientation Readiness | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Provide instructional leadership through regular observations, feedback, and meetings, and additional metrics of support in order to provide a quality instructional program to students within the context of a disciplined school culture. | Feedback Protocols | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Analyze student achievement data as well as teacher performance data on a variety of metrics, quantitative and qualitative, and use information to collaborate with the rest of the school leadership team on strategic plan and short- and long-term vision for school. | Interim Assessment Plan  Data Analysis Plan and Protocols | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Implement all student discipline, code of conduct, and behavior standards and policies in conjunction with other administrative and teaching staff. | Student and Family Handbook  Home Visits  Family Orientations | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Review all student report cards before disbursement to families, or delegate to appropriate staff member(s) upon school growth. | Report Card Template | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Supervise and direct the culture of the school by monitoring the academic program and the implementation of school’s discipline code to ensure a safe and focused school environment. | Student and Family Handbook  Culture Handbook  Curriculum/Assessment Handbook  Instructional Handbook  Operations Handbook | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| **Comments / Summative Assessment of the Head of School's leadership of the school’s Academic Program for AY 20xx-20xx** | | | |

Financial Management

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| **Responsibility** | **Key Performance Indicators** | **Evaluation** | **Comments** |
| Manage and allocate school resources, including financial resources, in alignment with values of school and board-approved annual budget; work with the Director of Operations and back-office-provider to evaluate the accuracy of all financial documents. | Annual Budget  Monthly Budget  Operations Manual  Chart of Accounts  Compliance Reports  Vendor Contracts | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Supervise and monitor daily inputs and outputs of the school including accounts payable and receivable, cash receipts and disbursements, payroll/benefits, taxes, staff, and school supplies. | Financial Controls Policies/Manual  Annual Budget  Monthly Budget  Monthly Management Reports | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Collaborate with the Director of Operations and back-office-provider to prepare and submit required reports, evaluations, and data to all external and funding sources. | Operations Manager hire  Compliance Reports  Grants  Grant Reports  Monthly Management Reports | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Work with all school stakeholders, school personnel, and the Board of Trustees and its committees, to acquire and collect resources, financial and in-kind, for instructional, extracurricular, and enrichment needs. | Culture and Community Manager hire  Grants  Grant reports  Enrollment targets | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Ensure the financial stability of the school by attaining and maintaining stable enrollment. | Enrollment targets | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| **Comments / Summative Assessment of the Head of School's leadership of the schools Financial Management for AY 20xx-20xx** | | | |

Organizational Health

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| **Responsibility** | **Key Performance Indicators** | **Evaluation** | **Comments** |
| Manage and work closely with the Director of Curriculum and Instruction and Director of Operations on all responsibilities associated with the positions, including representatives of all outsourced business functions. | Vendor contracts  Culture and Community Manager Hire  Staff Manual  Facility Readiness | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Manage and direct recruitment, hiring, and retention of all staff members, including salary, contract, and benefit orientations. | Fully hired staff  NYSED Fingerprinting completed  HR details in place for all hires  Monthly budget | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Coordinate lottery, admissions, enrollment, and waitlist procedures for the school. | Completed lottery  Enrollment policy  Fully enrolled | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Implement all personnel policies. | Staff Manual  Fully hired  Staff Orientation Readiness  Monthly Management Reports | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Serve as primary spokesperson for school to internal and external constituents including media, community members, parents, political leaders and representatives, and visitors. | Monthly Management Reports  School Newsletter  Family and Student Handbook  Student Enrollment Packet  Family Newsletter Template  Visitor Guidelines and Welcome Packet | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Support and work with all Board committees as well as provide information, data, reports, and context necessary to assist in effective governance of the school. | Monthly Management Reports  Board Surveys | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Inspire staff and student body to remain focused and determined in work of fulfilling the mission of the school. | Staff Orientation Readiness  Family Orientation Materials | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Model and promote self-care and safety precautions for all staff. | Documented safety norms  Documented self-care norms  Staff Survey at the end of each year | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| Communicate effectively with families around the school’s mission and goals. | Student and Family Handbook  Family Orientation Materials  Family Newsletter Template | * Not satisfied (0) * Partially satisfied (3) * Fully satisfied (5) |  |
| **Comments / Summative Assessment of the Head of School's leadership of the schools Organizational Health for AY 20xx-20xx** | | | |

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| **Synthesizing Comments: Qualitative, overall assessment of the Head of School's performance and leadership for AY 20xx-20xx** |

Board Chair Date

Head of School Date