

Swan River Montessori Charter School

Adopted: 9.22.16

Reviewed: 6.19.18

School Director Performance Evaluation Policy

PURPOSE

The purpose of this policy is to define the procedures that the Swan River Montessori Charter School’s Board of Directors will use to evaluate the overall performance of the School Director annually. It is the belief of the Board of Directors that feedback and personal development is the primary purpose of an evaluation process. An annual evaluation process ensures that personal reflection, mutual conversation and a time for setting goals occurs every year. Data is collected from staff, the School Director and Board of Directors in order to provide the fullest possible perspective.

PROCEDURES & TIMELINES

TIME	ACTIVITY	PERSON(S) RESPONSIBLE FOR ACTIVITY COMPLETION
February	Review evaluation form(s) and processes. Make revisions, if necessary. Board members and School Director converse about the process to anticipate and address any concerns or interests.	Board of Directors or Designee(s)
Early March	Staff is provided copies of the Director’s job description and performance evaluation form for review and completion.	Board of Directors or Designee(s)
Early March	School Director completes a self-evaluation.	School Director
Late March	Completed evaluations from staff and School Director are collected and compiled into one comprehensive document. This document is then forwarded to all members of the Board of Directors for review.	Board of Directors or Designee(s)
April	Board members analyze all input and create a confidential written document that provides feedback points and ideas for goal setting.	Board of Directors or Designee(s)
May	Board members and School Director meet in a closed session to discuss evaluation results and share and define goals. Both parties sign and date document. Original document is filed in the School Director’s personnel file in the school’s main office.	Board of Directors and School Director
June-January	Progress toward goals is reviewed as deemed necessary by the Board of Directors.	Board of Directors or Designee(s)