

DIRECTOR EVALUATION

**Purpose.** The Ka'ōhāo Public Charter School Director evaluation process is the administrative oversight mechanism through which the Governing Board (GB) shall evaluate the operational and interpersonal performance of the Director as authorized by Section 2.12 of the Ka'ōhāo Public Charter School bylaws, *Powers of the Governing Board*. The Director Evaluation Process is based on the following evaluative principles in order to maximize instructional effectiveness and advance the school's vision and mission:

- School Planning and Progress
- Professional Qualities and Instructional Leadership
- School Mission and Culture
- Stakeholder Support and Engagement

**Process.**

- Prior to the start of each school year, the Director meets with the Evaluation Committee (EC) comprised of members of the Governing Board and community for the purpose of reviewing annual performance goals. The Director will present his/her plan to accomplish the performance objectives in each of the defined domains, to be shared with parents, teachers, and staff. The Director is encouraged to develop overall goals in consultation with teachers and staff.
- The Evaluation Committee and Director meet mid-year to review progress towards achieving the annual goals and objectives.
- During the final quarter of each school year the Evaluation Committee engages the school constituencies (which may include but is not limited to faculty, staff, families, students, board members, and community partners) through collaborative processes that may include WASC Progress and Evaluation Report, interviews, and surveys (e.g. Panorama Student Survey, School Quality Survey, Director Evaluation Survey to Staff and Parents). The Director completes a self-reflection and self-evaluation.
- The Evaluation Committee uses the collected data and Director Reflection and Self-Evaluation to write a summary report for the Director Evaluation.
- The Evaluation Committee presents the report to the Director. The Director responds to and acknowledges receipt of the document. The Director may submit a written response, which will be included with the final report that is submitted to the Governing Board by the Evaluation Committee.
- The Evaluation Committee reviews the report and makes a final report to the Governing Board regarding the status, term of contract, and salary of the Director.

The report shall not be shared outside the Governing Board without the Board's approval.

**Timeline.**

Step	Timing
As needed, the Evaluation Committee (EC) works with the Director to determine/refine evaluation tools to assess the Director's performance.	End of October

The Director and the EC meet to review progress on goals. If a revision of goals is warranted, this is discussed and a draft of proposed goal revisions is submitted to the EC before the January GB meeting. The Governing Board can meet with the Director to discuss goal revisions if needed.	End of December
If there are suggested revisions to goals, the Director and the EC share the draft of those revised goals for discussion with the GB.	January GB Meeting
The EC prepares instruments to use to gather data from constituencies: <ul style="list-style-type: none"> <li>• Faculty/staff and Parent Surveys</li> <li>• SQS—students/parents/teachers; well-being, satisfaction, engagement--conducted in March, results in August</li> <li>• Students--teaching, learning, school climate <ul style="list-style-type: none"> <li>○ Panorama—conducted in November, results in mid-Jan</li> </ul> </li> </ul>	End of March
The EC gathers data from constituencies (e.g. faculty/staff, interviews).	March-April
The Director fills out same evaluation survey, including self-reflection, self-assessment, goals for professional development, and progress towards school goals to be shared with GB only.  Director will also develop vision and initial goal-setting for the next school year that will be shared with GB, staff, teachers, and parents. Overall goal-setting will be done in collaboration with teachers and staff.	Mid-June (2-3 weeks after end of school)
The EC writes the Director evaluation using data from the surveys and the Director self-evaluation. The EC submits the evaluation draft to the Director for review and comment.	End of June
The EC meets with the Director to discuss the Director Evaluation draft, survey results & self-reflection. The Director and the EC also discuss goals, revising as needed. The Director is offered an opportunity to write a response to the Director Evaluation.	End of June
The EC submits the Director Evaluation--with the Director's response, if any, appended--to the Governing Board.	Mid-July
The Governing Board discusses the goals presented in the Director Evaluation. If a revision of goals is needed, the EC meets with the Director to discuss possible revisions, then makes the changes in the Director Evaluation.	July
The Director Evaluation is submitted to the GB.	August GB Meeting

Adpoted: June 4, 2021 via unanimous email approval.