

Adopted: May 14, 2015

Revised: _____

Success Academy POLICY No. 2.7
EXECUTIVE DIRECTOR (PRINCIPAL) HIRING,
SUPERVISION AND EVALUATION

I. PURPOSE

The purpose of this policy is to ensure that Success Academy has processes in place governing the hiring, supervision and evaluation of the Executive Director.

II. POLICY STATEMENT

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

III. QUALIFICATIONS

A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Success Academy if that person does not hold a valid administrative license.

B. The qualification of the Executive Director of Success Academy shall include experience with or knowledge of at least the following areas:

1. Instruction and assessment;
2. Human resource and personnel management;
3. Financial management;
4. Legal and compliance management;
5. Effective communication; and
6. Board, authorizer, and community relationships.

[Note to user: 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 Executive Director shall contain at least the following responsibilities:

- A. Oversight of instruction and assessment at Success Academy School;
- B. Oversight of human resource and personnel management at Success Academy School;
- C. Oversight of financial management of the school Success Academy School;
- D. Oversight of legal and compliance management for Success Academy School;
- E. Oversight of effective communications between staff, board, authorizer and the community; and
- F. Oversight of board, authorizer, and community relationships.

V. SUPERVISION AND EVALUATION

- A. The job description shall be provided to the Executive Director at the start of employment. If the Executive Director's contract extends beyond one year, the personnel committee of the Board shall review the job description and update it as necessary.
- B. The job description shall be the basis for performance evaluations, which shall be conducted by the personnel committee at least annually.

VI. PROFESSIONAL DEVELOPMENT PLAN

If the Executive Director does not hold a valid administrative license, the Board and the Executive Director shall develop a professional development plan. Documentation of the implementation of the professional development plan of these persons shall be included in Success Academy School's annual report.

Legal Reference: Minn. Stat. §124E10 (Charter School Law)