



Evaluation Of The Principal

The Board of Trustees believes that effective evaluation of the Principal is essential if University Heights Charter School is to achieve the educational goals stated in the school's charter. The purpose of the Principal evaluation shall be to promote professional excellence, improve the skills of staff, improve pupil learning, intellectual and social-emotional growth, and provide a basis for the review of leadership performance.

The Board of Trustees encourages a positive working environment in which the professional growth is of major importance. Therefore, the Executive Director shall develop evaluation instruments flexible enough to identify the current leadership strengths and areas in need of improvement of the Principal.

Evaluation Criteria

Evaluation criteria shall include both performance elements that are readily observable by the results of the scholars and teachers in the classroom, as well as performance elements that are observable outside the classroom—such as collaboration with the leadership team, school culture, participation in school committees, presence at membership meetings, and participation in school-wide initiatives.

Evaluation criteria must include, but need not be limited to the following:

1. Assessment of student progress toward the achievement of the Core Curriculum Content Standards,
2. Productivity in curriculum development,
3. Effectiveness in daily planning and organization,
4. Professional conduct and growth,
5. Interpersonal skills,
6. Leading effective professional development,
7. Leading effectively based on responses from internal and external surveys,
8. Staff, parent/Board/community involvement,
9. Parent communications and relationships,
10. Student outcomes.

The evaluation procedure shall provide continuous, constructive, cooperative interaction and feedback from the Executive Director, thus ensuring a valid basis for performance review.

Evaluations

Formal Evaluations

The Principal shall be evaluated at least twice annually by the Executive Director. The Executive Director shall use the Principal Evaluation rubric. The rubric shall be given to Principal during the summer and explained by the Executive Director in order to ensure that expectations are clear.

Informal Evaluations

In addition to the required formal evaluation, the Executive Director may evaluate the Principal's performance informally throughout the year. Among other things, the Executive Director may conduct observations of the Principal during school gathering (i.e., community circle), faculty meetings, and Instructional Leader meetings. The Executive Director shall offer feedback within 24 hours. Additionally, the Executive Director may provide an informal evaluation of the Principal, using a 2x2 format. The Executive Director will provide 2 areas of strength and 2 areas of growth. The Principal will be given an opportunity to share feedback to the ED.

Written Evaluation Reports

The Executive Director will prepare a written evaluation using a rubric that measures the Principal's effectiveness in the following: (i) promoting a data driven culture; (ii) leading planning meetings across all grades; (iii) leading feedback meetings with teachers; (iv) leading faculty and other staff meetings; (v) leading whole-scale gatherings and events; (vi) ensuring a consistent and tight school culture that is aligned to the school's mission; (vii) demonstrating a strong leadership presence throughout the school; and (viii) time and task management.

The Evaluation shall use the following scale: advanced ("4"), proficient ("3"), working towards ("2"), or needs improvement ("1") with respect to each category.

All procedures for the evaluation of Principals shall be in compliance with law and ensuing regulations.

Supervision

The Board of Trustees acknowledges that the purpose of supervision is to improve the PRINCIPAL's performance at the charter school so that all scholars have an opportunity to achieve the goals specified in the school's mission statement and charter, as well as meet the Common Core Standards.

Notification and Review

The Executive Director shall provide the Principal with a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1, and shall distribute any amendments to those documents within ten working days of their becoming effective. Evaluation shall be completed before April 30 in compliance with law.

This policy and related procedures shall be reviewed at least yearly, and revised as needed before-re-adoption by the Board.

N.J.S.A. 18A:27-3.1 et seq

Board Approval Date: 6/19/2013