

ADMINISTRATION

Hayden Canyon Charter School

6100 Administrator

Duties and Authorities

The Administrator is the Charter School's executive officer and is responsible for the administration and management of the Charter School, in accordance with Board policies and directives and State and federal law. The Administrator is hereby granted authority to act on behalf of the Board of Directors and the Charter School in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Administrator is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Administrator of responsibility for the action which was delegated.

The Board hereby delegates authority to the Administrator to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.

Qualifications and Appointment

The Administrator must be of good character and of unquestionable morals and integrity. The Administrator shall have the experience and the skills necessary to work effectively with the Board, Charter School employees, students, and the community. The Administrator shall have a valid Administrator's certificate with any endorsement required by State law and administrative code.

When the office of the Administrator becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Administrator shall receive at least one (1) written evaluation to be completed no later than June 1 for each annual contract year of employment. The Administrator evaluation shall use multiple measures that are research based and aligned to the State minimum standards based on the Interstate School Leaders Licensure Consortium (ISLLC) standards and include proof of proficiency in conducting teacher evaluations using the State's adopted model, the Charlotte Danielson Framework for Teaching Second Edition.

The process of developing criteria and procedures for Administrator evaluations will allow opportunities for input from stakeholders, including the Board, teachers, and parents and guardians.

Evaluation Objectives

The Charter School's Administrator Evaluation Program is designed to:

1. Maintain or improve each Administrator's job satisfaction and morale by letting him or her know that the Board is interested in his or her job progress and personal development;
2. Serve as a systematic guide for planning the Administrator's further training and professional development;
3. Assure considered opinion of the Administrator's performance and focus maximum attention on achievement of assigned duties;
4. Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;
5. Assist in planning personnel moves and placements that will best utilize the Administrator's capabilities;
6. Provide an opportunity for the Administrator to discuss job problems and interests with the Board; and
7. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.

Responsibility

The Board shall have the responsibility for administrating and monitoring the Charter School's Administrator Evaluation Program and will ensure the fairness and efficiency of its execution, including:

1. Creating and implementing a plan for ongoing training and professional development and the funding thereof for Administrators in the Charter School's Performance Evaluation Program, including evaluation standards, forms, procedures, and processes and a plan for collecting and using data gathered from evaluation forms
2. Creating a plan for ongoing review of the Charter School's Administrator Evaluation Program that includes stakeholder input from teachers, Board members, parents/guardians, and other interested parties;
3. Creating a procedure for remediation for a Administrator that receives an evaluation indicating that remediation would be an appropriate course of action;
4. Creating an individualized evaluation rating system plan for how the Administrator's evaluation will be used to identify proficiency and record growth over time with a minimum of three (3) rankings used to differentiate performance of Administrators including:
 - a. Unsatisfactory being equal to a rating of 1;
 - b. Basic being equal to a rating of 2; and
 - c. Proficient being equal to a rating of 3.

5. A fourth evaluation rating of Distinguished, being equal to "4," may be used in addition to the three (3) minimum rankings at the discretion of the Board.
6. Completing Administrator Evaluation annually, ensuring proper safeguards, and filing completed evaluations; and
7. Completing training on the Charter School's Performance Evaluation Program.

Written Evaluation

A written evaluation will be completed for the Administrator by the Board no later than June 1 for each annual contract year of employment. A copy will be given to the Administrator. The original will be retained by the Board. The evaluation shall be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the Board and the Administrator as to the job description and major performance objectives.

The evaluation will identify the sources of data used in conducting the evaluation. Proficiency in conducting observations and evaluating effective teacher performance shall be included as one source of data.

Evaluation Measures and Criteria

Professional Practice: Administrators must receive an evaluation in which a majority of the summative evaluation results are based on Professional Practice. All measures within the Professional Practice portion of the evaluation must be aligned at a minimum to the following Domains and Components based upon the Idaho Standards for Effective Administrators.

Domain 1: School Climate: The Administrator promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development. The Administrator articulates and promotes high expectations for teaching and learning while responding to diverse community interests and needs.

1. School Culture: The Administrator establishes a safe, collaborative, and supportive culture ensuring all students are successfully prepared to meet the requirements for tomorrow's careers and life endeavors;
2. Communication: The Administrator is proactive in communicating the vision and goals of the school or Charter School, the plans for the future, and the successes and challenges to all stakeholders; and
3. Advocacy: The Administrator advocates for education, the Charter School and school, teachers, parents, and students and engenders school support and involvement.

Domain 2: Collaborative Leadership: The Administrator promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. In collaboration with others, he or she uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs. The Administrator uses research and/or best practices in student achievement, instructional programs, and improving the education program.

1. Shared Leadership: The Administrator fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth;
2. Priority Management: The Administrator organizes time and delegates responsibilities to balance administrative/managerial, educational, and community leadership priorities;
3. Transparency: The Administrator seeks input from stakeholders and takes all perspectives into consideration when making decisions;
4. Leadership Renewal: The Administrator strives to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others; and
5. Accountability: The Administrator establishes high standards for professional, legal, ethical, and fiscal accountability for self and others.

Domain 3: Instructional Leadership: The Administrator promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The Administrator provides leadership for major initiatives and change efforts and uses research and/or best practices in improving the education program.

1. Innovation: The Administrator seeks and implements innovative and effective solutions that comply with general and special education law;
2. Instructional Vision: The Administrator ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to effectively learn;
3. High Expectations: The Administrator sets high expectations for all students academically, behaviorally, and in all aspects of student well-being;
4. Continuous Improvement of Instruction: The Administrator has proof of proficiency in assessing teacher performance based upon the Charlotte Danielson Framework for Teaching Second Edition and aligns resources, policies, and procedures toward continuous improvement of instructional practice guided by the instructional vision;
5. Evaluation: The Administrator uses teacher/Administrator evaluation and other formative feedback mechanisms to continuously improve teacher/Administrator effectiveness; and

6. Recruitment and Retention: The Administrator recruits and maintains a high quality staff.

The evaluation will also include at least one (1) of the following as a measure to inform the Professional Practice portion:

1. Input received from parents or guardians;
2. Input received from students;
3. Input received from teachers; and/or
4. Portfolios.

The Charter School has chosen 1. Input received from parents or guardians and 3. Input received from teachers as its measure to inform the Professional Practice portion. The Board shall determine the manner and weight of parental input, student input, teacher input, and/or portfolios on the evaluation.

Student Achievement: Part of the evaluation must be based on multiple objective measures of growth in measurable student achievement as defined in Section 33-1001, Idaho Code. This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one or both years of data.

Proof of Proficiency in Teacher Evaluations

Proof of proficiency in evaluating teacher performance shall be required of all individuals assigned the responsibility for appraising, observing, or evaluating certificated personnel performance. Proof of proficiency in evaluating performance shall be demonstrated by passing a proficiency assessment approved by the State Department of Education as a onetime certification requirement.

Communicating Evaluation Results

Each evaluation shall include a meeting between the Board and Administrator wherein the Board will:

1. Discuss the evaluation with the Administrator, emphasizing strong and weak points in job performance. Commend the Administrator for a job well done if applicable and discuss specific corrective action if warranted. Recommendations should specifically state methods to correct weaknesses. Set mutual goals for the Administrator to reach before the next performance evaluation.
2. Allow the Administrator to make any written comments he or she desires. Inform the Administrator that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven (7) days and outline the process for rebuttal/appeal. Have the Administrator sign the evaluation indicating that he or she has been given a copy.

Rebuttals/Appeals

Within seven (7) days from the date of the evaluation meeting with the Board the Administrator may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the Administrator disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the Board within seven (7) days, the Board shall provide the Administrator with a written response within ten (10) working days either amending the evaluation as requested by the Administrator or stating the reason(s) why the Board will not be amending the evaluation as requested.

If the Board chooses to amend the evaluation as requested by the Administrator then the amended copy of the evaluation will be provided to, and signed by, the Administrator and retained in the Administrator's personnel file.

Action

Each evaluation will include identification of the actions, if any, available to the Charter School as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, nonrenewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew a Administrator's contract the Charter School will comply with the requirements and procedures established by State law.

Records

Permanent records of each Administrator evaluation and any submitted rebuttal/appeal documentation will be maintained in the Administrator's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in state and federal law regarding the right to privacy.

Reporting

The Charter School shall submit an evaluation plan to the State Department of Education for approval. Any subsequent changes to the Charter School's evaluation plan shall be resubmitted to the State Department of Education for approval. The Charter School shall report the rankings of individual Administrator evaluations annually to the State Department of Education.

Legal Reference: I.C. 33-320 Strategic Planning and Training
 I.C. 33-513 Professional Personnel
 I.C. 33-1001 Definitions
 IDAPA 08.02.02.121 Local District Evaluation Policy
 Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW,
 2006, U.S. Dist. Ct. LEXIS 52243

Policy History

Adopted on: March 14, 2019
Revised on:

Hayden Canyon Charter School

6320F1 Parent or Guardian Input Form

PARENT OR GUARDIAN INPUT FORM

ADMINISTRATOR EVALUATION

RELATING TO ADMINISTRATOR:

HOLDING THE POSITION OF:

SCHOOL YEAR:

Instructions:

1. Please complete the evaluation by circling the most appropriate number.
 2. This form should be completed by January 15 and placed into the box located at the administrative office or mailed to:
Hayden Canyon Charter School
Attention: Board of Trustees Secretary (6320F1)
 3. Only one form should be completed by each parent for this Administrator for each school year.
 4. If a parent has a concern with regard to an event occurring in their child’s classroom and wishes to more directly address this issue, please understand that this form alone will not necessarily directly address the parental concern and that such should be directly raised with the teacher or administrator.
 5. Please offer specific comments when possible. Specific comments will be considered in the preparation of the administrator’s evaluation and will aid both the Charter School and the Administrator in addressing performance.
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|--------------------|-------|----------|------------|
| Area of Evaluation | Agree | Disagree | Don’t know |
|--------------------|-------|----------|------------|

| | |
|---|---|
| <p>1. Works with parents, staff and students in development and promotion of the school's vision.</p> | <p>1 2 3 4 5 0</p> <p>Comment:</p> |
|---|---|

| | <p>Agree Disagree Don't know</p> |
|---|---|
| <p>2. Promotes and maintains high standards of Academic Excellence for the performance of students and staff.</p> | <p>2 3 4 5 0</p> <p>Comment:</p> |
| <p>3. Manages all aspects of the school to ensure a positive educational experience for all students.</p> | <p>1 2 3 4 5 0</p> <p>Comment:</p> |
| <p>4. Listens to community members, parents, and students and timely responds to their concerns.</p> | <p>1 2 3 4 5 0</p> <p>Comment:</p> |

| | |
|--|--|
| 5. Treats students and adults with respect. | <p style="text-align: center;">2 3 4 5 0</p> <p>Comment:</p> |
| 6. Communicates with community members accurately. | <p style="text-align: center;">1 2 3 4 5 0</p> <p>Comment:</p> |

| | Agree | Disagree | Don't know | | | |
|--|-------|----------|------------|---|---|---|
| 7. Shows awareness/understanding of developmental characteristics of different age groups. Acts with an understanding of social, racial, cultural, political and economic forces that influence a positive school environment. | 1 | 2 | 3 | 4 | 5 | 0 |
| 8. Encourages parental involvement in the educational process. | 1 | 2 | 3 | 4 | 5 | |

| | |
|--|-----------------------------|
| 9. Is a positive advocate for students. | 1 2 3 4 5 0 Comment: |
| 10. Is a strong and visible leader of the school. | 1 2 3 4 5 Comment: |
| 11. Effectively coordinates school programs that promote student involvement, education, safety, growth, and development of responsibility. | 1 2 3 4 5 0 Comment: |
| | Agree Disagree Don't know |
| 12. Administers student discipline fairly and consistently. | 1 2 3 4 5 0 Comment: |
| 13. Maintains a school climate that welcomes parents, families and community members and invites their participation. Encourages teachers to provide opportunities to engage families to assist in student learning. | 1 2 3 4 5 0 Comment: |

| | | |
|--|-----|----|
| 14. Have you personally met with the administrator? | YES | NO |
| 15. Have you had any reason to visit the administrator's office? | YES | NO |
| 16. Were you satisfied that your concerns were addressed? | YES | NO |

Any additional comments you wish to share not covered by the above questions (please feel free to attach a separate page):

Please complete and sign the form and place in a sealed envelope.

Name: _____

Signature: _____

Date: _____

Telephone No.: _____

Form History:
Adopted on: March 14, 2019
Revised on: