



DRAFT: School Administrator Evaluation Summary 2018-2019

School Administrator: Drew Goodson

Evaluator(s): Lisa White, Board Chair
Dan Miller, Board Chair-Elect

Marine Area Community School will utilize the natural resources, history, arts, and civic stewardship of the community as a foundation for the study of language arts, mathematics, science, social studies, physical education, art, and other curriculum subjects. The place-based learning environment will be student-centered, designed by teachers, and reinforced and supported by the local community.

Introduction:

The school values excellence in its academic and administrative programs. It is committed to creating and maintaining an environment that emphasizes the importance of relating work performance to its mission. This evaluation supports that commitment.

Levels of Performance:

- 5 - Outstanding (Performance yields extraordinary results).
- 4 - Highly Accomplished (Performance consistently generates results above those expected of the position).
- 3 - Successful/Developing* (Performance fully meets job expectations and occasionally generate results beyond those expected).
- 2 - Needs Improvement (Performance meets some, but not all, job expectations).
- 1 - Unsatisfactory (Performance is below job requirements. Immediate improvement is required).

**The rating of "Developing" can be utilized for school in its first two years of operation and/or when a School Administrator is in their first two years in the position at the school.*

Evaluation Indicator 1: Business Operations

School operations are well organized and efficient. Transportation and Nutrition services are well run and financially sustainable. School enrollments are processed in a timely manner and yearly enrollment target is met. Marketing plan is well developed, Day to day business of the school is conducted in a professional and efficient manner. Facility issues and concerns addressed at an appropriate level.

Rating:**Comments:**

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 2: Financial Management

Leads the daily financial management of the school, including the development and implementation of the annual budget, completions of reports required for fiscal reimbursement, and auditing procedures. The school budget is at a minimum balanced and fiscally responsible decisions are evident.

Rating:**Comments:**

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 3: Legal and Compliance Management

The School Administrator is knowledgeable about the day-to-day and legal compliance requirements of running a Minnesota Charter school. Appropriate forms and reporting deadlines are met.

Rating:

Comments:

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 4: Effective Communication

The School Administrator ensures that River Grove provides clear and effective communication to all its stakeholders. This include digital and print school-wide announcements, progress/grade reports, classroom newsletters and conferences.

Rating:**Comments:**

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 5: Instruction and Assessment

The School Administrator ensures that the academic program at River Grove address the Mission/Vision of the school and is aligned to state standards. Teachers and staff are provided with appropriate professional development. The School Administrator supervises all required standardized tests as well as additional tests to diagnose student needs and to assess student academic progress. Additionally, the School Administrator works with teachers to develop specific plans to assist all students in increasing individual student achievement.

Rating:**Comments:**

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 6: Human Resource and Personnel Management

Provides onsite leadership to all teachers and staff. Ensures appropriate and documented evaluation of all teachers including the completion and review of SMART goals. Successfully recruits qualified applicants to fill any and all vacancies. Ensures school follows relevant legal and HR guidelines and best practices.

Rating:

Comments:

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 7: Board Relations

Provides accurate and timely information to board members. Works with the Board to establish short-term and long-term goals, assessing the school's on-going alignment to its mission, and ensuring student achievement. Attends board meetings. Provides additional information that might be of interest to the Board

Rating:**Comments:**

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 8: Community Relationships

Develops and implements a program to ensure regular communication with parents to encourage parent involvement and participation in the school. Promotes the school and develops good relationships with interested people outside the school community. Assists and follows through with ongoing fundraising efforts.

Rating:

Comments:

Strengths:

-

Areas for Growth:

-

Evaluation Indicator 9: Mission/Vision Support

Demonstrates an understanding of their own area of responsibility fits within the mission of the school and the ways in which it impacts others within the organization. To include supporting staff, parents, and students to the mission.

Rating:

Comments:

Strengths:

-

Areas for Growth:

-

Overall Rating:

Administrator's Signature: _____

Signature does not constitute endorsement of the evaluation but indicates the evaluation has been read and discussed. For comments, the evaluator and/or evaluatee may attach additional sheets, if desired.

Evaluator's Signature: _____

Evaluator's Signature: _____

Post Evaluation Conference Date: _____