

HEAD OF SCHOOL EVALUATION POLICY

by Coram Deo Academy, Carmel, Indiana



PRINCIPLE:

The board of trustees must exercise due diligence by providing a head of school evaluation. The primary purpose of this process is to improve the school, and while it focuses upon one individual, its goal is to strengthen the institution. The impact from the head's actions, decisions, priorities, and leadership go a long way toward determining the character and quality of the school. An evaluation approach that makes this individual better—or, if necessary, determines there has been no improvement in the desired areas—advances the school.

The evaluation process is a definitive way for the strategic board to stay connected with the present while also implementing the school's strategic plan.

The evaluation process should be viewed by all parties as predictable, supportive, and constructive rather than as judgment or criticism.

Coram Deo Academy is an ACCS-member school located in Carmel, Indiana.

PROCESS:

1. The Head Support & Evaluation Committee (HSEC) is the primary responsible party for providing evaluation and support to the head of school.
2. At the first meeting of the HSEC in the fall of the school year, the following will be agreed upon by the HSEC committee and the head of school:
 - a. Ten to twelve essential expectations that are professional standards for the school's primary leader
 - b. Three to four major objectives derived from the annual administrative agenda, including items from the board's strategic plan, strategic financial plan, and the school's operations-level items. Each objective will have:
 - Current data to illustrate the present situation
 - The expected data points that would determine success
 - Any resources needed for completion of the objectives
 - The necessary actions to take, and
 - A timeline for completion of each objective
 - c. One to two professional growth and renewal objectives regarding leadership, well-being and/or professional development
3. The following quarterly meetings of the HSEC will determine and discuss the progress on each objective, barriers to completion, additional adjustments or resources needed, and adherence to the essential expectations.
4. In the Spring meeting of the school year, the HSEC chair provides a summary report from the committee to the board chair at a meeting of the entire HSEC, including the head. The HSEC chair:
 - a. attaches a self evaluation completed by the head of school;
 - b. reports on pass or fail for essential expectations;
 - c. details whether objectives are completed, progressing on target, not on target, or removed; and
 - d. recommends continued employment.
5. In a subsequent meeting, the board chair and HSEC chair, without the head present, report the findings to the entire board of trustees and request approval for the head's next contract, or extension of the current contract.