

<p align="center"><b>Woods Charter School Board Policy</b> <b>(adopted 11/17/2011)</b></p>	<p align="center"><b>Division Directors Evaluation Policy</b></p>	<p align="center"><b>Policy #0024</b></p>
<p><b>Purpose</b></p> <p>The intended purpose of this Policy is to define Division Director performance in relation to core areas identified as follows:</p> <ul style="list-style-type: none"> <li>• Educational Leadership</li> <li>• Community Development (within the Division and between Divisions)</li> <li>• Operational Oversight</li> <li>• Administrative Leadership for core administrative functions</li> <li>• Faculty Development</li> <li>• Teaching</li> </ul> <p>This shall be an active and inclusive process comprised of Head of School oversight, self-assessment and formal evaluation and feedback. The Woods Charter School Head of School shall conduct the evaluation process. The Head of School shall create and maintain a formal procedure for implementing the evaluation process consistent with this policy. The input and evidence gathered by this evaluation process is further intended basis for goal-setting and professional development.</p> <p><b>Background</b></p> <p>The Woods Charter School Board of Directors realizes the importance of acquiring and maintaining the highest quality Division Directors in order to achieve its mission of quality education for its students. An excellent evaluation program that clearly describes each Division Director’s performance is an important tool in the improvement of instruction, assessing performance, and making decisions that are in the best interest of the students and teachers. The Board further recognizes that the responsibility for operationalizing an Evaluation Policy and Procedure for the Division Directors rests with the Head of School and is therefore an integral part of the Head of School responsibilities.</p> <p><b>Policy</b></p> <p>The intended purpose of the process is to assess the performance in relation to core areas identified as follows:</p>		

- Educational Leadership
- Community Development (both within and between Divisions)
- Operational Oversight (schedules, curriculum, discipline and confidentiality, application of all relevant WCS Policies)
- Administrative Leadership for core administrative functions
- Faculty Development
- Teaching

The evaluation system must incorporate the following directives:

- This shall be an active process under the oversight and leadership of the Head of School.
- The Head of School shall conduct the Evaluation Process annually.
- The Head of School shall utilize the following at a minimum:
  - Division Director Self-Assessment
  - Formal Written Evaluation
  - Formal Feedback (written and verbal)
  - Appropriate feedback from Parents
  - Appropriate feedback from Faculty
  - Appropriate feedback from Students

The Head of School has the responsibility for the development, implementation and ongoing update of the Division Director Evaluation Procedure.

The input and evidence gathered by this Evaluation Process is further intended as a basis for goal-setting and professional development.