

Adopted: 03/16/2016

Revised: _____

Discovery Charter School
POLICY No. 2.7
EXECUTIVE DIRECTOR HIRING,
SUPERVISION AND EVALUATION

I. PURPOSE

The purpose of this policy is to ensure that Discovery Charter School has processes in place governing the hiring, supervision and evaluation of the Executive Director.

II. POLICY STATEMENT

The Board of Discovery Charter School hereby adopts this policy to ensure that the Executive Director possesses the necessary skills and experience to effectively and successfully manage Discovery Charter School.

III. QUALIFICATIONS

- A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Discovery Charter School if that person does not hold a valid administrative license, however they must have a Doctorate in an area of Science or Mathematics .
- B. The qualification of the Executive Director of Discovery Charter School shall include experience with or knowledge of at least the following areas:
1. Instruction and assessment; STEM focus area
 2. Human resource and personnel management;
 3. Financial management;
 4. Legal and compliance management;
 5. Effective communication; and
 6. Board, authorizer, and community relationships.

IV. JOB DESCRIPTION

The job description of the Executive Director shall contain at least the following responsibilities:

- A. Oversight of instruction and assessment at Discovery Charter School;
- B. Oversight of human resource and personnel management at Discovery Charter School;
- C. Oversight of financial management of the school Discovery Charter School;
- D. Oversight of legal and compliance management for Discovery Charter School;
- E. Oversight of effective communications between staff, board, authorizer and the community; and
- F. Oversight of board, authorizer, and community relationships.

V. SUPERVISION AND EVALUATION

- A. The job description shall be provided to the Executive Director at the start of employment. If the Executive Director's contract extends beyond one year, the personnel committee of the Board shall review the job description and update it as necessary.
- B. The job description shall be the basis for performance evaluations, which shall be conducted by the personnel committee at least annually.

VI. PROFESSIONAL DEVELOPMENT PLAN

If the Executive Director does not hold a valid administrative license, the Board and the Executive Director shall develop a professional development plan. Documentation of the implementation of the professional development plan of these persons shall be included in Discovery Charter School's annual report.

Legal Reference: Minn. Stat. §124D.10 (Charter School Law)