



Metro Schools Executive Director Hiring, Supervision, and Evaluation

I. PURPOSE

The purpose of this policy is to ensure that Metro Schools College Prep (herein 'Metro Schools') has processes in place governing the hiring, supervision and evaluation of the Executive Director.

II. POLICY STATEMENT

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

III. QUALIFICATIONS

- A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Metro Schools if that person does not hold a valid administrative license, however they must have a experience in or knowledge of at least the following areas:
1. Instruction and assessment; K-12 focus area
 2. Human resource and personnel management education
 3. Financial management;
 4. Legal and compliance management;
 5. Effective communication; and
 6. Board, authorizer, and community relationships.

IV. JOB DESCRIPTION

- A. The job description of the Executive Director shall include oversight of at least the following responsibilities:
1. instruction and assessment at Metro Schools;
 2. human resource and personnel management at Metro Schools;
 3. financial management of the school Metro Schools;
 4. legal and compliance management for Metro Schools;
 5. effective communications between staff, board, authorizer and the community; and
 6. 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

- A. 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 Metro Schools College Prep's annual report.

Legal Reference: Minn. Stat. §124E.05 (Charter School Law)