

## **Modern Montessori Charter School**

### **204 EXECUTIVE DIRECTOR HIRING, SUPERVISION AND EVALUATION**

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*

#### **I. PURPOSE**

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

#### **II. GENERAL STATEMENT OF POLICY**

- A. To ensure the hiring of an Executive Director that has the skills and experience to effectively and successfully manage Modern Montessori Charter School.
- B. To ensure that the acting Executive Director possesses the necessary skills and experience to effectively and successfully manage Modern Montessori Charter School.
- C. To ensure that Modern Montessori Charter School is prepared in the event that school leadership changes, which can happen for various reasons over time. This includes but is not limited to: resignation, termination, retirement, serious accident or illness, and death.

#### **III. SUCCESSION PLAN AND TIMELINE**

##### **A. PLAN**

1. The School Board establishes an Executive Director Hiring Committee who will develop and implement the hiring plan and timeline.
2. Hiring plan will follow the timeline outlined below.
3. Hiring plan will include the qualifications and principles in the job description as outlined below.

##### **B. TIMELINE**

1. Announcement to staff and school community.
2. Position posted online for a minimum of 30 days in no less than three locations including the Modern Montessori Charter School website.
3. Interviews conducted, deliberation and recommendations are made to the School Board.
  - a) If further input is needed, possible interviews with the School Board are possible.

4. The School Board votes to extend offer.

#### C. QUALIFICATIONS

1. The qualifications of an Executive Director of Modern Montessori Charter School shall include experience with or knowledge of at least the following areas:
  - a) Instruction and assessment;
  - b) Human resource and personnel management;
  - c) Financial management;
  - d) Legal and compliance management;
  - e) Effective communication; and
  - f) Board, authorizer, and community relationships.

#### D. JOB DESCRIPTION

1. The job description of the Executive Director shall contain at least the following responsibilities:
  - a) Oversight of instruction and assessment at Modern Montessori Charter School;
  - b) Oversight of human resource and personnel management at Modern Montessori Charter School;
  - c) Oversight of financial management of the Modern Montessori Charter School;
  - d) Oversight of legal and compliance management for Modern Montessori Charter School;
  - e) Oversight of effective communications between staff, board, authorizer and the community; and
  - f) Oversight of board, authorizer, and community relationships.

#### IV. SUPERVISION AND EVALUATION

- A. The job description shall be provided to the Executive Director at the start of employment. Annually, the School 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 School Board at least annually. The evaluation data will be compiled collaboratively by Board Leadership and will include an anonymous staff feedback survey.

**V. PROFESSIONAL DEVELOPMENT PLAN**

- A. The Board and the Executive Director shall develop a professional development plan if the Executive Director does not hold a valid Administrator License. Documentation of the implementation of the professional development plan shall be included in Modern Montessori Charter School's annual report.
- B. At all times, Modern Montessori Charter School will comply with statutory requirements for employment in 124E.12 (as amended).

***Legal Reference***

124E.12 Subd. 2

*Adopted: March 20, 2024*