

Through goal setting and evaluation of the Chief Educational Officer (CEO), the Board will strive to accomplish the following:

1. Establish for the CEO his/her role in the school system as currently seen by the Board.
2. Establish for all Boards members the role of the CEO in the light of the job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the CEO.
3. Maintain an effective working relationship between the Board and the CEO.
4. Provide effective leadership for the charter school.

The Board will provide the CEO with periodic opportunities to discuss CEO/Board relationship, and will inform him/her, at least annually, of its assessment of his/her performance.

Goals and Evaluations shall use the accompanying CEO Evaluation Form (CBI-R).

Goals shall be set and reviewed with the CEO at least annually, or more often if deemed necessary by the Board Chair or the CEO.

Revision History

APPROVED: 6/18/2018

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GOALS FOR CEO: _____ DATE: _____

EDUCATIONAL LEADERSHIP GOALS:

EDUCATIONAL LEADERSHIP KEYWORDS:

Leadership, vision, goals, objectives, inspire, initiative, innovation, risk taking. **Curriculum Planning and Development**, effectiveness, current, standards. **Instructional Management**, strategic direction, continuous improvement, assessment of practices. **School Culture and Leadership**: 21st century learning, innovation, student achievement, safety and security, achievement, expectations, post-secondary education, job market.

OPERATIONAL MANAGEMENT GOALS:

OPERATIONAL MANAGEMENT KEYWORDS

Values and Ethics, integrity, professionalism, innovation, caring, teamwork, diversity and stewardship. HR Management, procedures, practices, compliance, talent management, succession planning, retains, assessment, evaluation, development, morale. Financial and Facilities Management, plans, budgets; efficiencies, cost saving, steward, effective, student achievement, codes, maintenance, repairs, upgrade, learning environment. Administrative Management, policies, statutes, legal counsel, bargaining strategies, bargaining agreements fairly and successfully, delegates, organization.

GOALS FOR CEO: _____

DATE: _____

BOARD RELATIONSHIP GOALS:

BOARD RELATIONSHIP KEYWORDS:

Strategic Planning and Implementation, strategic plan, stakeholders, goals, priorities, resources, performance plan.
School Board Relations, support, negotiations, grievances, working relationships, collegial relationship, balanced, success, development, informs, issues, analysis. **Policy and Governance**, advises, critical information, procedures aligned with policy, comply with laws, rules and regulations, policies adhered to. procedures are followed.

COMMUNITY RELATIONSHIP GOALS:

COMMUNITY RELATIONSHIP KEYWORDS:

Community Engagement and Communications, public relations plan, public engagement, engages with community and school groups, responds, balanced communications (challenges and successes), Fundraising.

EVALUATION OF CEO: _____

DATE: _____

Evaluating Board Member: _____

Please rate the Superintendent as an EDUCATIONAL LEADER:

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating.

EDUCATIONAL LEADERSHIP KEYWORDS:

Leadership, vision, goals, objectives, inspire, initiative, innovation, risk taking. **Curriculum Planning and Development**, effectiveness, current, standards. **Instructional Management**, strategic direction, continuous improvement, assessment of practices. **School Culture and Leadership**: 21st century learning, innovation, student achievement, safety and security, achievement, expectations, post-secondary education, job market.

Please rate the CEO as an OPERATIONAL MANAGER:

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating.

OPERATIONAL MANAGEMENT KEYWORDS

Values and Ethics, integrity, professionalism, innovation, caring, teamwork, diversity and stewardship. **HR Management**, procedures, compliance, talent management, succession planning, retains, assessment, evaluation, development, morale. **Financial and Facilities Management**, plans, budgets; efficiencies, cost saving, steward, effective, student achievement, codes, maintenance, repairs, upgrade, learning environment. **Administrative Management**, policies, statutes, legal counsel, bargaining strategies, bargaining agreements fairly and successfully, delegates, organization.

EVALUATION OF CEO: _____

DATE: _____

Evaluating Board Member: _____

Please rate the CEO RELATIONSHIP WITH THE BOARD:

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating.

BOARD RELATIONSHIP KEYWORDS:

Strategic Planning and Implementation, strategic plan, stakeholders, goals, priorities, resources, performance plan.
School Board Relations, support, negotiations, grievances, working relationships, collegial relationship, balanced, success, development, informs, issues, analysis. **Policy and Governance**, advises, critical information, procedures aligned with policy, comply with laws, rules and regulations, policies adhered to. procedures are followed.

Please rate the CEO RELATIONSHIP WITH THE COMMUNITY:

____ 1: **Does not meet** expectations

____ 3: **Meets** expectations

____ 2: **Approaches** expectations

____ 4: **Exceeds** expectations

Please explain your rating.

COMMUNITY RELATIONSHIP KEYWORDS:

Community Engagement and Communications, public relations plan, public engagement, engages with community and school groups, responds, balanced communications (challenges and successes), Fundraising.

Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS *(as of September 2017)***Ed 302.01 Executive Officer.**

- (a) The superintendent shall:
 - (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
 - (2) Be responsible for the overall administrative and leadership services of the SAU; and
 - (3) Perform the duties specified in the section.
- (b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts
- (c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent.
- (d) Such local district services shall include but not be limited to the following areas:
 - (1) Personnel;
 - (2) Finance;
 - (3) Communication/community relations;
 - (4) Student service;
 - (5) Maintenance/capital improvement;
 - (6) Curriculum;
 - (7) Instruction;
 - (8) Assessment;
 - (9) Short and long range planning;
 - (10) Governance for student achievement;
 - (11) Policy research;
 - (12) Implementation, and review; and
 - (13) Overall leadership on educational issues.
- (e) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).
- (f) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.
- (g) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.
- (h) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties. The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;
- (g) Remove a teacher or other employee of the district in accordance with RSA 189:31;
- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

Making Community Connections CEO Job Description

As a leader pledged to **distributive, progressive, and servant leadership**, MC2's CEO must be experienced in and passionately committed to:

- shared, consensus-based decision making and knowledgeable of practices and protocols to enable this kind of decision making to thrive;
- the creation of a democratic school where all voices are heard and used in decision making;
- being an instructional leader, not just a manager of people;
- the growth of each faculty member in the school;
- finding ways to support creativity and innovation and removing obstacles that threaten progressive and innovative methods, pedagogy, and instruction;
- holding himself/herself and faculty members accountable to MC2 core beliefs, mission, vision, and educational philosophy, and accountable for the success of each child at MC2;
- engaging families as the first and most important teachers in their children's lives.

In addition, the CEO along with the school leaders will be responsible for:

• mentoring each other and students to maximize achievements consistent with MC2's vision and philosophy. • assuring the school is administered according to board policy, the charter, the MC2 budget, and all state requirements that apply, • establishing a school culture built on respect, responsibility, support, and common goals of excellence, • developing public outreach and relationships with partners, parents, and sending districts, • assuring coordination of personnel functions and recommend or engage contracted and salaried personnel • assuming shared responsibility for professional accountability, • assuring the individual and collective assessment programs are meaningful and provide accountability for progress and achievements, • initiating and sustaining ongoing, inclusive dialogue for ever-improving the school culture and parent relationships, according to the school's belief in standards, openness, and support, • promoting safety and good health practices by adherence to public codes/regulations and MC2 standards.

Finally, the CEO will join the school leaders and teachers in being responsible for:

• embedding the MC2 guiding beliefs, vision and mission throughout day-to-day operation of the school. • collaborating on curricular, instructional, and assessment decisions to meet MC2's Learner Goals • determining essential instructional materials expenditures. • prioritizing and deciding professional development expenditures. • creating effective learning schedules. • recruiting students. • establishing and maintaining discipline in alignment with the MC2 guiding beliefs, vision and mission. • making all personnel decisions, excluding the contract of the CEO, which will be approved by the Board of Trustees.