

# Universal Academy Charter Schools Executive Director Hiring, Supervision, and Evaluation Policy

## I. PURPOSE

The purpose of this policy is to ensure that Universal Academy Charter School (herein 'UACS') has processes in place governing the hiring, supervision and evaluation of the Executive Director.

## II. POLICY STATEMENT

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

## III. QUALIFICATIONS

A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Universal Academy Charter School if that person does not hold a valid administrative license, however they must have an 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 Universal Academy Charter School
2. Human resource and personnel management at Universal Academy Charter School
3. Financial management of the school Universal Academy Charter School
4. Legal and compliance management for Universal Academy Charter School
5. Effective communications between staff, board, authorizer and the community
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 Universal Academy Charter School annual report.

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