# PPSEL School Director Annual Review 2012

Based on Palouse Prairie School Director Job Responsibilities,
and Performance Indicators

In June 2011 the Board approved Job Responsibilities for the 2011-12 contract year. Based on those, this assessment is designed to review the job performance of Summer Clayton for the 2011-12 academic year:

**COMPLETED SURVEYS MUST BE RETURNED TO SCHOOL BY 5PM MONDAY MARCH 5**

**Instructions**

Please evaluate the job performance of Palouse Prairie School Executive Director for the 2011-12 school year using the criteria below. For each dimension I-VI of the job duties, consider if you have evidence (direct or indirect) by which you can assess the Director's job performance. If you do not, check that you don't and skip. If you do, please make a single judgement using the scale provided that is a weighted average (you decide the relative importance and weighting) of the traits for which you feel competent to judge.

**Your Perspective while completing this survey**

Please indicate your role (CIRCLE ONE) with the school:

- Teacher
- School Staff
- Parent
- EL School Designer, ICSN and/or Fiscal Auditors of the school
- Board Member

**Your Name**

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Your answers will be confidential to the Board, but in order that the Board may follow up, your responses are not anonymous. The Director will only be presented with an anonymized summary of responses.

**COMPLETED SURVEYS MUST BE RETURNED TO SCHOOL BY 5PM MONDAY MARCH 5**

## I. The School Director leads the school towards achieving its mission

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
|---|---|---|---|---|---|

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| The school director creates a learning environment that is not aligned with the school's vision, mission, and values for students, staff and relevant stakeholders* | The school director fosters a learning environment aligned with the school's vision, mission, and values for students, staff and relevant stakeholders* |
| The school director does not solicit or value the perspectives of students, staff, and relevant stakeholders.*<br>The school director establishes directions for the school that do not align with the mission and values. | The school director collaborates with students, staff, and relevant stakeholders* to establish directions for the school that align with the mission and values. |
| The school director does not solicit or value collaboration with students, staff, and relevant stakeholders* to implement goals throughout the school year and/or the director fails to implement agreed upon goals. | The school director collaborates with students, staff, and relevant stakeholders* to implement goals throughout the school year. |

*Example stakeholders: parents/guardians, Expeditionary Learning as an organization, the Charter Commission, State Board of Education, the Board of Directors, community members who partner/volunteer with the school and the local community

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

## II. The School Director provides sound financial management

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
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| The school director's financial planning:<br>i. does not meet the needs of students, staff or the school in general.<br>ii. sloppy, untimely, inaccurate and not responsive to applicable legislation or regulations. | The school director ensures that all financial planning is:<br>i. informed by and meets the needs of the students, staff and the school as a whole, and<br>ii. is in compliance with all applicable legislation and regulations. |
| The director's financial management fails to meet the external requirements for fund accounting, fiscal reporting and financial accountability in a consistent, timely, accurate and complete manner. | The school director ensures external requirements for fund accounting, fiscal reporting and financial accountability are fully met. |
| The school director uses reporting methods and practices that do not provide complete, accurate, and timely financial reporting to the Board or other stakeholders. | The school director uses commonly accepted reporting methods to ensure complete, accurate, and timely financial reporting to the Board and other relevant stakeholders. |
| The school director does not engaging effectively in the budget development process and/or develops budgets that fail to address long term financial stability or funding objectives. | The school director develops an annual budget that considers the long-term success of the school and advances the school's strategic objectives. |
| The school director does not manage spending within the adopted budget or fails to report deviations from the budget and make contingency plans when those deviations occur. | The school director manages spending within the adopted budget and makes reports in a timely way regarding deviations from the adopted budget. |

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

## III. The school Director develops policy and manages staff

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
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| The school director's approach to development of policy and procedures does not advance the school's vision; ignores the input/needs of stakeholders; or does not comply with applicable laws and regulations. | The school director ensures development and implementation of school policies and procedures that advance the school's vision, support the needs of stakeholders, and are in compliance with all applicable legislation and regulations. |
| The Director's personnel management uses inappropriate hiring/termination practices, ineffective contract review, does not meet legal requirements for the annual review and evaluation of staff. | The school director demonstrates sound management of school personnel, including the hiring of school staff, writing and reviewing of contracts, as well as annual review and evaluation of staff as required by the State Board of Education. |

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

## IV. The School Director promotes a positive school climate and interpersonal relationships.

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
|---|---|---|---|---|---|

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| The school Director's approach to operating the school has negative impacts on morale, student success or public relations. | The school director demonstrates a positive and professional approach to operating the school. |
| The Director compromises relations with the school's community and stakeholders. | The school director promotes positive relationships among the school community and its stakeholders. |
| The Director does not effectively request, value and consider opinions of others or manage conflict. | The school director requests, values and considers opinions of others and effectively manages conflicts. |
| The Director's communication is ineffective, unethical or unprofessional. | The school director implements an effective and transparent communication system. |
| The school Director makes decisions and takes actions that are biased, discriminatory or not well grounded. | The school director is consistent and equitable in actions and decisions. |

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

## V The School Director leads the instructional program.

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
|---|---|---|---|---|---|

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| The school director fails to establish agreeable standards for student and staff learning. | The school director works with the staff and relevant stakeholders to establish high and realistic expectations for both student and staff learning. |
| The school director does not demonstrate a knowledge of methods, techniques or materials necessary to implement the school curriculum. | The school director demonstrates knowledge of instructional methods, techniques, and materials necessary to implement the school curriculum. |
| The school director does not ensure the purchase of appropriate curricular materials and equipment. | The school director ensures purchase of appropriate curricular materials and equipment. |
| The school director does not supervise the overall curriculum and instructional program or the Director creates a program that is not aligned with the school's Vision, Mission and Values and/or does not meets legal and stakeholder needs. | The school director supervises the school's overall curricular and instructional program to ensure it aligns with the school's Vision, Mission and Values and meets legal and stakeholder needs. |
| The school director does not monitor student progress or does not respond to evidence when students are not progressing. | The school director takes a longitudinal approach to monitoring student progress and implements change based on evidence. |
| The school director does not get parents engaged with the school or with student learning. | The school director takes steps to encourage parent involvement with the school and student learning. |

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

## VI. The School Director leads professional learning

**Put an X at the point on the scale below that best describes your overall perception of the Director's performance on this criteria. The director's performance is**

___ Check here if you have no basis for judging this element of job performance

| 1<br>Completely unsatisfactory | 2 | 3<br>Marginal | 4<br>Satisfactory | 5 | 6<br>Exemplary |
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| The school director does not improve professionally. | The school director demonstrates personal professional improvement. |
| The school director does not provide resources or does not facilitate the professional improvement for the staff or does so in ways not aligned with the goals and needs of the school. | The school director provides resources for and facilitates the professional improvement for staff in accordance with goals and needs of the school. |
| The school director does not create opportunities for stakeholders to learn about the school's instructional model and practices. | The school director creates appropriate opportunities for stakeholders to learn about the school's instructional model and practices. |

**Comments** (examples, sources of evidence, etc) ALSO, feedback on the relevance or utility of the question is welcome here. Use back of page if necessary:

**Thank you for your time and attention to this important activity.**

**Do you have any other feedback for the Board about Ms. Clayton's job performance?**

**Are there other aspects of the job of School Director that should be considered in future reviews, but are not listed above?**