

Sierra Nevada Academy Charter School (SNACS)
13880 Stead Blvd.// Reno, NV 89506

775-677-4500 // 775-677-4441 fax

www.snacs.org

Office of Administration, Job Description // Evaluation System

Education Director/Chief Educational Officer

General Purpose of the Position

Under the direction of the SNACS Board of Governance, and in collaboration with the Executive Director for SNACS, the Chief Academic Officer shall execute, direct, plan, develop, or supervise the educational aspects for the charter school in accordance with policies prescribed by law and the Governing Body.

This position will involve the responsibility for the school's academic evaluation and coordination to address measurable school/student outcomes.

Essential Duties and Responsibilities of the Position

Provide leadership, daily management, and ensure compliance and accountability for all education related activities including but not limited to:

- 1. Curriculum and Standards Management - Leads, directs, plans, develops or supervises the implementation of all curriculum programs as adopted by the board, outlined in the charter, and the alignment and implementation of state standards in all aspects of the charter school.**
- 2. Instructional Support - Leads, directs, plans, develops or supervises the implementation of the SNACS model of instruction and classroom management to ensure effective educational strategies produce positive academic outcomes including circle, seat, center implementation, effective use of teacher assistants, parent volunteers, and resources.**
- 3. Assessment, Testing, and Academic Accountability - Leads, directs, plans, develops or supervises the quarterly school wide assessments and the state testing program including data analysis of student achievement and academic success of the charter school and to ensure individual, classroom, and school-wide accountability for academic achievement.**
- 4. Student Services - Leads, directs, plans, develops or supervises the student support services for the school including academic support services and documentation, discipline support services, attendance, RTI implementation, library services, accurate record keeping, parental communication, extended learning, school improvement.**

5. **Parent Involvement - Leads, directs, plans, develops or supervises the implementation of the parent volunteer policy and seeks to increase parent involvement in the daily operation of the school.**
6. **Special education and 504's- Leads, directs, plans, develops or supervises the special education program for IDEA, 504, and ADA compliance and overall effective implementation of special education services.**
7. **Facility Maintenance & Improvement - Executes, directs, plans, develops or supervises the maintenance, facility emergencies, and building/grounds improvement.**
8. **School Safety - Leads, directs, plans, develops or supervises the safety policies, procedures and emergency drills, to ensure a safe school.**
9. **Personnel and Human Resources – Leads, directs, plans, develops or supervises and assists with recruiting personnel, coordinating professional development activities, and conducting evaluations.**
10. **School Community Relations – Leads, directs, plans, develops or supervises the educational direction of the school community in a climate and culture conducive to the charter intent and includes stakeholders in decision making process as appropriate.**
11. **Public Relations - Develop and engage in positive working relationships with extended charter school community such as WCSD sponsor, Nevada Department of Education, Surrounding Schools. Completes required sponsor, state, and related reports and ensures audit compliance as it relates to educational program.**
12. **Board Relations - Develop and engage in meaningful and positive working relationships with the SNACS Governing Board. The Educational Director provides direction and communicates to the board on all school related matters. The Education Director ensures compliance of all board adopted policies, procedures, and directions related to the Educational program. The Education Director reports to board at least quarterly on progress of education related activities.**

13. **Professional Growth - Participate in professional development activities including local, state, and national organizations that enhance the professional growth of the Education Director as related to the position and the forward direction of the charter school.**
14. **Other duties as assigned by the board or deemed necessary.**

Evaluation of the Education Director

Per NRS 391.3127(2), the Board of Governance is responsible to conduct a yearly evaluation of each administrator in writing at least once per year. According to statute NRS 391.3127(1), each board, following consultation with and involvement of elected representatives of administrative personnel or their designated representatives, shall develop an objective policy for the objective evaluation of administrators in narrative form. The policy must set forth a means according to which an administrator's overall performance may be determined to be satisfactory or unsatisfactory. The policy may include an evaluation by the administrator, superintendent, pupils or other administrators or any combination thereof. A copy of this policy adopted by the board must be filed with the Department and made available to the commission.

Evaluation systems serve as tools to facilitate accountability, positive growth, and direction for the charter school. Evaluation tools serve to document success, establish areas for professional growth, and facilitate the effective leadership of the charter school. The board has a responsibility to be knowledgeable about leadership, including styles, skills, and qualities, as well as in the performance of the Executive Director through interaction at board meetings, site visits, and attending events, while not interfering with the daily operation of the school. Board members should engage in meaningful conversation to facilitate a positive working relationship with the Education Director. The Board of Governance should participate in goal setting, clear direction and expectations, as well as to provide support and consultation for the Education Director, at least one time per year and prior to the evaluation period, in a designated retreat or workshop executive session forum where open dialogue is encouraged to facilitate the goals for the charter school and professional growth of the Education Director.

The Education Director will develop a portfolio targeting the 14 areas outlined in the job description. The portfolio will include artifacts as evidence of satisfactory performance in carrying out the duties within each of the categories. The Education Director will provide a written narrative in the means of an Executive Summary of the portfolio to highlight goals, accomplishments, and areas of growth. The portfolio will include input from the board of governance via individual surveys completed by the board members at a specified date. The portfolio will be presented at a board meeting designated for the evaluation of the administrators where specific dialogue occurs in Executive (closed) Session. The Board of Governance will develop a final Board Summary and make a final determination of satisfactory or unsatisfactory according to NRS 391.3127(2) in an open forum board meeting. A copy of the final evaluation determination, Executive Summary, and Board Summary will be filed in the Education Director's personnel file.

The Evaluation System will be reviewed and revised, if necessary, during the retreat or workshop for the upcoming school year. The Evaluation tool will not be changed during the evaluation period.

Adopted by SNACS Governing Body 7.9.08

KR