

Adopted: February 13, 2014
Revised: August 8, 2016
Reviewed and Reapproved: December 13, 2021

COMMUNITY OF PEACE ACADEMY POLICY No. 2.8
EXECUTIVE DIRECTOR HIRING,
SUPERVISION AND EVALUATION

I. PURPOSE

The purpose of this policy is to ensure that Community of Peace Academy has processes in place governing the hiring, supervision and evaluation of the Executive Director.

II. POLICY STATEMENT

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

III. QUALIFICATIONS

- A. A person may be hired to perform administrative, supervisory, or instructional leadership duties at Community of Peace Academy if that person does not hold a valid administrative license.
- B. The qualification of the Executive Director of Community of Peace Academy shall include experience with or knowledge of at least the following areas:
 - 1. Instruction and assessment;
 - 2. Human resource and personnel management;
 - 3. Financial management;
 - 4. Legal and compliance management;
 - 5. Effective communication; and
 - 6. Board, authorizer, and community relationships.

IV. JOB DESCRIPTION

The job description of the Executive Director shall contain at least the following responsibilities:

- A.** Oversight of instruction and assessment at Community of Peace Academy;
- B.** Oversight of human resource and personnel management at Community of Peace Academy;
- C.** Oversight of financial management of the school Community of Peace Academy;
- D.** Oversight of legal and compliance management for Community of Peace Academy;
- E.** Oversight of effective communications between staff, board, authorizer and the community; and
- F.** Oversight of 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 Board of Directors or a committee of the Board at least annually.

VI. PROFESSIONAL DEVELOPMENT PLAN

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 Community of Peace Academy's annual report.

Legal Reference: Minn. Stat. §124E.12 Subd. 2 (Charter School Law)