

## Cornerstone Montessori Elementary School

### Head of School Evaluation Committee Charter

#### General Purpose

The Head of School Evaluation Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for evaluating the Cornerstone Montessori Elementary Head of School (HOS).

#### Appointments and Composition

- Appointment of the chair of the Head of School Evaluation Committee shall be made annually by the Board of Directors in accordance with the bylaws.
- The chair of the Head of School Evaluation Committee may be a member of the Board of Directors, however, the Board may also appoint a qualified member from the community to serve as the chair of the committee.
- Committee membership will include the CMES Board Chair. Other members of the committee may also be CMES Board members, however, HOS Evaluation Committee membership is not restricted to Board members, staff, or parents. The committee is free to appoint qualified members from the community as needed to provide the necessary expertise.

#### Responsibilities

- Ensure HOS has annual goals and an annual professional development plan in place that support the varied and diverse job responsibilities as well as any Board directives.
  - Develop a timeline and facilitate the review of the goals and professional development plan so that they are submitted to the HOS Evaluation Committee and approved by the Board of Directors in a timely manner.
- Annually gather data to inform the CMES board of the HOS overall performance.
  - Develop a rubric to evaluate the HOS that identifies the key elements of the HOS's responsibilities.
  - Develop and execute any tools that will provide relevant data to complete the evaluation rubric.
- Prepare and present a report to the CMES Board annually that documents the HOS's progress on the annual goals and professional development plan.
  - Ensure this report is presented to the Board so that decisions regarding continued employment can be made in a timely manner.
- Facilitate effective communication among the CMES Head of School, CMES Board Chair, and Cornerstone Montessori School Executive Director throughout the school year.
  - Because the CMES HOS also serves as the HOS for Cornerstone Montessori School (a private preschool), the HOS Evaluation Committee will help facilitate effective communication among the CMES Head of School, CMES Board Chair, and Cornerstone Montessori School Executive Director so the expectations and responsibilities associated with serving as HOS of both schools understood by the supervisors of both schools.

**Board Adopted: 5-21-19**