



## Montessori in Delta Society

# HEAD OF SCHOOL/ACADEMIC DIRECTOR EVALUATION POLICY

## Statement

Following the appointment or selection of the Head of School, also referred to as Academic Director to manage the operations and business of the Boundary Bay Montessori School (BBMS), it is essential that the performance of the Head of School is regularly evaluated with constructive feedback.

## Rationale

A vibrant and effective Montessori school is dependent upon the quality of the leadership provided by its Head of School. Appropriate appraisal processes provide meaningful feedback and contribute to the improvement of school leaders and, thereby, the effectiveness of the school. The Head of School is accountable for their performance and a comprehensive appraisal process is one of the vehicles used to validate performance.

The Board selects or appoints a Head of School to manage Boundary Bay Montessori School (BBMS) and the academic curricula and routine administration of the school, under the general direction of the Board and in compliance with the School Act and Independent School Act as applicable.

While this policy sets out the general expectations and responsibilities of the Head of School at BBMS, it is not intended to be an exhaustive list of duties, nor does it replace or substitute the expectation for sound judgement as the manager and leader at the school. Beyond the content of this policy, the performance of the Head of School shall be measured against the appropriateness of their decisions and actions in managing all aspects of the operations and business at the school.

The Head of School shall develop, establish, and continually promote a high-quality learning culture at BBMS demonstrated through effective student learning and achievements. The Academic Director must accept responsibility for directing, guiding and coordinating:



- Educational programs;
- Standards of care for students and educators;
- Compliance with provincial and relevant regulations and legislation;
- Compliance with Board and school policies; and
- Parent and community expectations of the school;

In general, the Head of School is expected to deliver the following on a consistent and sustained basis:

1. Establish and promote a set of shared values, vision and objectives that reflect the mission of BBMS and its communities that support the learning and achievements for all its students;
2. Design and manage an organizational structure that ensures academic and administrative functions are effective and efficient;
3. Develop and continuously evaluate plans for student learning and achievements in the present with consideration for future student requirements;
4. Demonstrate leadership that promotes conditions that maintain and enhance educational programs and their effectiveness;
5. Supervise all aspects of the school's operation while keeping the Board informed of needs and developments;
6. Be a source of knowledge and support for the school's educators, students, and parents;
7. Build and maintain positive relationships within the school and the external communities;
8. Support and guide the school's Parent Group and Volunteers;
9. Be responsible for positive relationships with community agencies that support the needs of children;
10. Regularly provide feedback to the school's teachers including formal evaluations and corrective actions as required;
11. Be responsible for implementing and enforcing Board policies for the school as appropriate;
12. Be responsible for ad hoc duties incidental to the Academic Director role and or as delegated by the Board.



## **Policy Procedures**

At least once per first academic year in position, and bi-annually thereafter:

1. The Head of School shall provide a Professional Growth Plan based on performance criteria provided by the Board; the Professional Growth Plan aligns with Standards set out by the BCPVPA. Two goals should be identified as areas of growth.
2. The Board Chair or authorized designate shall evaluate the Head of School on the exact same criteria as the Academic Director's self-assessment. Evaluation will be based on the recommended process with meetings scheduled in February to review the plan and July to confirm completion of the growth plan and review of evidence.
3. The Board shall ensure that the evaluation is conducted with at least one Board members or external designate chosen by the Board who meets the background criteria for the purpose of the performance evaluation;
4. It is the Board's responsibility to be aware of and mitigate all potential, perceived, or real conflicts of interest in this performance evaluation exercise. The Head of School may also raise any concerns of conflict of interest to which the Board must respond;
5. The Head of School shall be responsive to and make any adjustments as suggested or demanded by the Board to correct or improve performance in their role.

## **Remediation and Probation**

The process for a Head of School whose appraisal report indicates areas requiring remediation is as follows:

- A Professional Development Contract, which includes an action plan, must be signed within 60 days.
- The Professional Development Contract must identify the indicators and/or areas requiring remediation.
- The action plan to correct these areas will be developed by an Appraisal Committee and approved by the MIND Board and will include specific resources to be provided to the Head of School, a schedule for periodic review of progress, and the types of evidence required to demonstrate satisfactory progress.
- The length of a remediation period cannot exceed 6 calendar months, excluding July and August.



- The Appraisal Committee must meet with the Head of School at least monthly to assess progress and to provide assistance and support.
- A Head of School on remediation is required to compile documentation of progress and improvement in the specific goal areas.

At the conclusion of the remediation period, a meeting will be held between the Board and the Head of School to review the Head of School's documentation determine the degree of progress made and decide on action to be taken.