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301 Executive Director Evaluation Policy and Plan

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I. Purpose

This policy and plan establish a clear, consistent framework for evaluating the Executive Director’s performance in alignment with TRM’s mission, authorizer expectations, and Minnesota Statute §124E.12. The process supports accountability, transparency, professional growth, and leadership development while ensuring alignment with charter contract goals and school improvement priorities.

II. Legal & Authorizer Framework

Minnesota Statute 124E.12, Subd. 2 Compliance:

- Aligns with board-established qualifications
- Supports professional development
- Provides for formal, board-led evaluation
- Authorizer (OW) Contractual Goals (Exhibits G & H):
- Student learning and achievement
- Governance, operations, and financial compliance
- Montessori fidelity and family engagement

III. Evaluation Procedures and Timelines

Month	Activity	Responsible Party
August–September	Review and confirm evaluation tools, metrics, and process	Board of Directors
February	Provide staff with job description and evaluation form	Board or Designee
March	Executive Director completes self-evaluation	Executive Director

April	Board compiles staff and board feedback; drafts summary	Board Members
May	Formal evaluation and goal-setting meeting	Board & Executive Director
June–January	Progress review and informal check-ins	Board or Designee

Completed evaluations are filed in the Executive Director’s personnel file.

IV. Evaluation Domains & Criteria

1. Instructional & Academic Leadership

- Student achievement growth (MCA, FastBridge, Montessori data)
- Implementation of academic plans aligned with Exhibit G goals
- Data-driven decisions and Montessori fidelity

2. Organizational & Operational Management

- Enrollment and attendance management
- HR oversight and staff development
- Facility operations and compliance

3. Governance & Board Relations

- Effective communication and quality board materials
- Support for informed governance and charter accountability

4. Financial Management

- Budget adherence and reporting accuracy
- Fiscal transparency and strategic resource use

5. Community, Family & Stakeholder Engagement

- Positive culture and family engagement
- Transparent communication and community partnerships

6. Strategic Leadership & Continuous Improvement

- Advancement of mission and strategic priorities
- Responsiveness to feedback and innovation leadership

V. Authorizer Accountability and Performance Goals

1. Authorizer Accountability and Performance Goals

The Executive Director demonstrates accountability for advancing the academic and programmatic goals outlined in Exhibit G and Exhibit H of the school's charter contract. This includes monitoring student performance data, supporting the implementation of the school's instructional and mission-driven practices, and ensuring progress toward these goals is regularly reviewed with the Board. The Executive Director also ensures alignment between the school's Comprehensive Achievement and Civic Readiness (CACR) strategic plan, instructional practices, and charter contract expectations, providing transparent updates to both the Board and the authorizer.

2. Evidence Sources:

The Executive Director ensures implementation and progress toward the academic and programmatic goals outlined in Exhibit G and Exhibit H of the charter contract, aligning school practices, monitoring performance data, and reporting outcomes to the Board and authorizer.

3. Evidence of Performance

Evidence may include:

- Regular review of student achievement data aligned to Exhibit G academic goals
- Monitoring implementation of mission-driven practices aligned to Exhibit H program goals
- Presentation of academic progress and program updates to the Board
- Alignment of school improvement planning and CACR strategic plan with charter contract expectations
- Implementation of instructional supports and professional development tied to academic goals
- Documentation of progress reports or updates provided to the authorizer

VI. Charter Contract Compliance

1. Indicator:

The Executive Director ensures the school operates in compliance with the charter contract and applicable state statutes, including implementation and monitoring of the academic, programmatic, and operational expectations outlined in the charter agreement.

2. Evidence of Performance

- Implementation and monitoring of goals outlined in Exhibit G (academic performance)
- Implementation of mission-driven practices aligned with Exhibit H (program model)
- Timely submission of required reports to the authorizer
- Communication with the Board regarding charter performance expectations
- Alignment of school improvement efforts with charter contract commitments
- Documentation of compliance with state and authorizer requirements

The Board evaluates the Executive Director annually on the successful implementation of charter contract obligations and progress toward Exhibit G and Exhibit H goals.

VIII. Evaluation Rubric

Rating	Description
4 – Highly Effective	Consistently exceeds expectations; exceptional Montessori leadership
3 – Effective	Meets expectations consistently; supports mission and goals
2 – Developing	Inconsistently meets expectations; improvement plan required
1 – Ineffective	Fails to meet expectations; immediate action required

Each domain is scored and supported by narrative comments and evidence.

IX. Evidence Sources

- Student data dashboards (academic, attendance, enrollment)
- Board meeting materials and ED reports
- Authorizer feedback and Exhibit G/H documentation
- Staff and family surveys
- Strategic plan progress reports
- Self-assessments and leadership reflections

X. Professional Development Plan

If any area is rated 'Developing' or 'Ineffective,' a plan will be created to include:

- Defined improvement areas
- Actions, supports, and timelines
- Metrics to monitor progress

XI. Guiding Principles

This evaluation process is grounded in Montessori principles of reflection, independence, and growth. It promotes accountability, transparency, and alignment with the mission of Three Rivers Montessori while supporting a culture of continuous improvement and professional excellence.