

TRM Executive Director Annual Review - March 2023

Scoring Criteria: 0 - 5

Guidance for scoring:

- 0- Not completed: Not Completed, not demonstrated or not delivered
- 1 - Poor: Needs significant improvement, well below expectations
- 2 - Inconsistent: Needs improvement, delivered below expectations
- 3 - Good: Observed, demonstrated and delivered as expected
- 4 - Outstanding: Observed, demonstrated and completed in manner above expectations
- 5 - Excellent: Observed, demonstrated and completed well above expectations

Qualifications shall cover at least:

The What:

Technical

- Instruction and assessment
- Human resource and personnel management
- Financial management
- Legal and compliance management
- Effective communication
- Board, authorizer, and community relationships.

Strategic Plan

Goals to be achieved; Metrics outlined in strategic planning

The How:

How people are feeling - Faculty survey results

Executive Director Review Form - Three Rivers Montessori Charter School

Section 1: The What (Accomplishments)

Instruction and Assessment

1. How effectively has the Executive Director ensured that the school's instructional program is consistent with the Montessori philosophy and meets state and national standards?
2. How well has the Executive Director implemented and monitored the school's assessment program?
3. What are some of the significant achievements of the Executive Director in improving student performance and learning outcomes?

Human Resource and Personnel Management

4. How well has the Executive Director managed and developed the school's faculty and staff?
5. What steps has the Executive Director taken to ensure that the school has a diverse and inclusive faculty and staff?
6. What are some of the Executive Director's significant achievements in retaining talented and committed faculty and staff?

Financial Management

7. How well has the Executive Director managed the school's budget and financial resources?
8. What are some of the significant accomplishments of the Executive Director in fundraising and securing grants for the school?
9. How effectively has the Executive Director ensured that the school's financial practices are in compliance with state and federal regulations?

Legal and Compliance Management

10. How well has the Executive Director ensured that the school is in compliance with all applicable laws and regulations?
11. What steps has the Executive Director taken to mitigate risks and liabilities for the school?
12. What are some of the significant accomplishments of the Executive Director in managing legal and compliance matters?

Section 2: The How (Leadership and Collaboration)

Effective Communication

13. How effectively has the Executive Director communicated with faculty and staff, students, parents, and the community?
14. What steps has the Executive Director taken to promote transparency and accountability in school operations?
15. What are some of the Executive Director's significant achievements in building trust and relationships with stakeholders?

Board, Authorizer, and Community Relationships

16. How well has the Executive Director worked with the Board of Directors and the authorizer to achieve the school's mission and goals?
17. What steps has the Executive Director taken to engage the community in the school's activities and programs?
18. What are some of the Executive Director's significant achievements in building partnerships and collaborations with external organizations?

Leadership and Collaboration

19. How effectively has the Executive Director provided leadership and direction to the school's faculty and staff?
20. What are some of the Executive Director's significant achievements in fostering a collaborative and supportive work environment that values teamwork, innovation, and professional growth?

Disciplinary Actions

Outcomes and resolution of any Disciplinary action/s required of the Executive Director throughout the year. Including, and not limited to: Performance improvement plan, HR violations, documented disagreements, etc.

Overall Rating

Please rate the Executive Director's performance in the following areas:

Instruction and Assessment:

Human Resource and Personnel Management:

Financial Management:

Legal and Compliance Management:

Effective Communication:

Board, Authorizer, and Community Relationships:

Leadership and Collaboration:

Additional Comments:

Please provide any additional comments you may have regarding the Executive Director's performance, accomplishments, or areas for improvement.