



HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
July	Finish HOS Evaluation <ul style="list-style-type: none"> Committee Chair shares evaluation survey with Board Committee Chair drafts summary of evaluation process Committee Chair shares summary and evaluation details with Board. Committee Chair and HOS review memo and collaborate to refine HOS goals and introduce HOS personal development goals for upcoming year. 	
August	<ul style="list-style-type: none"> Committee collaborates with HOS to define goals against which to measure HOS performance in Year 1. HOS and committee create HOS development plan. Board approves the goals that HOS and Committee developed. 	
September	<ul style="list-style-type: none"> HOS report on progress toward goals to Committee Committee Chair works with HOS to set dates for December and March check-ins and June end of year evaluation 	
October	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee 	

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*



HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
November	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee HOS completes self-reflection on goals. Committee Chair plans December check-in meeting Committee works with HOS to have staff satisfaction survey 	
December	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership 	
January	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee Chair reports t board regarding December check-in 	
February	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee HOS completes self reflection Committee Chair plans March check-in conversation Committee Chair works with HOS to have parent satisfaction survey completed. 	
March	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership 	

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*



HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
April	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee Chair reports to board regarding March check-in Committee Chair plans end of year CEO evaluation 	
May	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee 	
June	<p>Committee Conduct end of year HOS evaluation</p> <ul style="list-style-type: none"> HOS completes evaluation Direct reports (DOO) completes evaluation Committee completes evaluation 	

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*